
How to Protect Your Privacy on Facebook

1. Control Your Friend List. *Establish and maintain connections with ONLY people you know and trust.*

-  Go to your Timeline profile page
-  Click and review your “Friends” list
-  Mouse over “Friends” and edit as needed

2. Avoid Photo/Video/Post Tags in Timeline.

-  From the far right icon, select “Privacy Settings” and click on “Timeline and Tagging”
-  Under “Who can add things to my timeline?” Go to “Review posts friends can tag you in before they appear on your timeline?” Click edit and select “Enabled” to start. This creates a manual review before posting to your timeline
-  Under “Who can see things on my timeline?” go to “Who can see posts you’ve been tagged in on your timeline?” Review and select category of friends to allow or customize.
-  Under “Review what other people see on your timeline” offers a public and specific friend view of your timeline
-  Under “How can I manage tags people add and tagging suggestions?” go to “Review tags people add to your own posts before the tags appear on FB?” Next, click edit and select enabled.
-  For “Who sees tag suggestions when photos that look like you are uploaded?” recommend clicking edit and selecting “no one”

3. Protect Your Photo Albums.

-  Go to your timeline and click on your photos
-  On **each** of your self-titled photo albums, select “Friends” or customize (e.g. only me, individuals, etc...) to your desire
-  With a “public” default setting, FB does not afford protection for “Cover Photos”. Post in this album at your own risk
-  For photos under “Mobile Uploads”, “Profile Pictures”, and “Timeline Photos” you must open the album and set privacy for each photo individually

4. Limit Historical Postings

-  Go to Privacy settings and under “Who can see my stuff?” go to “Limit the audience for posts you’ve shared with friends of friends or public?”
-  Click on “Limit Past posts” and then click on “Limit old posts” For future timeline postings, ensure to select desired level of audience for each post.

5. Stop Embarrassing Wall Posts. *This is an individual risk assessment depending on your situation and the friends you keep. Assume anyone can see activities associated to your personal or professional life you’ve posted*

-  Go to Privacy settings and click on “Timeline and Tagging”
-  Under “Who can add things to my timeline?” click on “Who can post on your timeline?” then click “edit” and choose either “Friends” or “Only me”

6. Keep Your Friend(s) List Private

-  Go to your Timeline profile page and click on your “Friends”
-  Near the top right of page, click on “Edit”
-  Under “Who can see your friend list?” Click the arrow and select your desired category

7. Limit Facebook Search Results

-  Go to Privacy Settings
-  Under “Who can look me up?” click on “Who can look up your timeline by name?” then click on “edit” select “Friends”

8. Remove Your Facebook Profile from Google & Other Search Engines

-  Complete Step #7 above
-  Next, click on “Do you want other search engines to link to your timeline?” and ensure the box, “Let other search engines link to your timeline?” is unchecked

9. How to deactivate or delete your account

-  To deactivate go to Account Settings and on the left hand side click on “Security”
-  Next, click on “Deactivate your account”
-  To delete your account, go to the following URL and fill out appropriate form:
https://www.facebook.com/help/delete_account

10. Do not post sensitive information about you, your family members, and friends on social networking sites.

-  If you would not give information to those that would do harm, then don’t post for all to see

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