



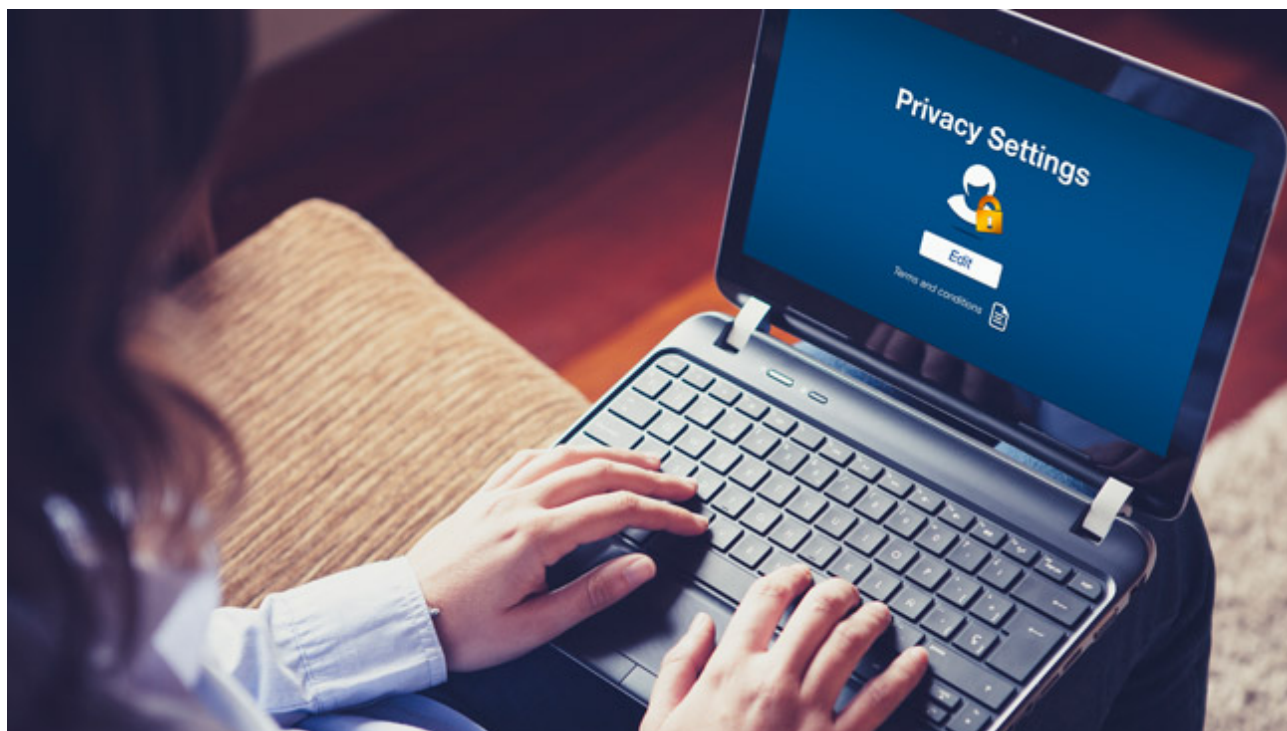
Worried about online privacy? How to set up Facebook privacy settings

Do you know who can see what on your Facebook profile? Follow our guide to find out.



By Joe Svetlik

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Facebook is fantastic for keeping up to date with the latest news from your friends, family and coworkers - you can share your mood, a funny link or upload a photo within seconds.

But if you are not careful, complete strangers can view your photos, location, family and even relationship status. You may even unwittingly be sharing personal information with brands.

[Read more: How to make your own GIFs on Facebook] [<http://home.bt.com/tech-gadgets/internet/social-media/make-own-gifs-facebook-11364196101916>]

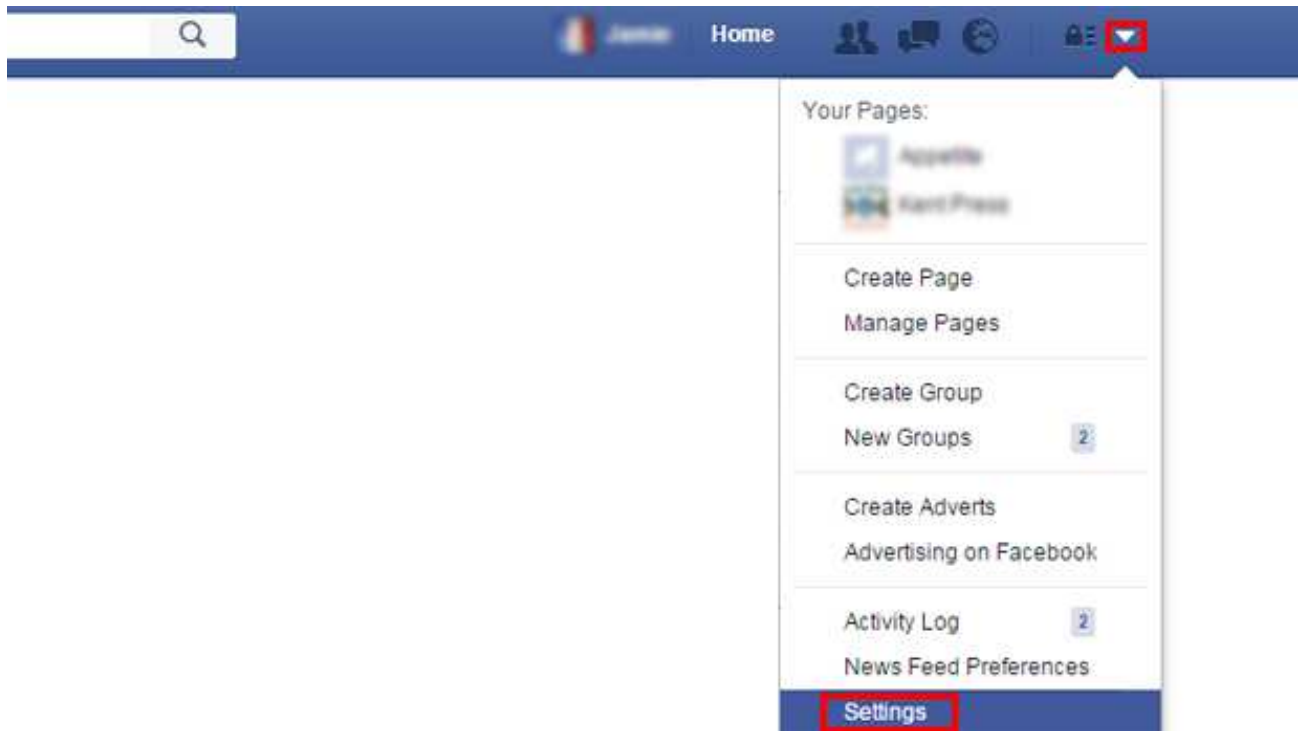
With the ongoing investigations into British company Cambridge Analytica amid accusations of Facebook profile harvesting - it is important that you know what can be seen by who.

[Read more: ICO to apply for warrant in Cambridge Analytica probe] [<http://home.bt.com/news/uk-news/information-commissioner-to-apply-for-warrant-in-cambridge-analytica-probe-11364259247939>]

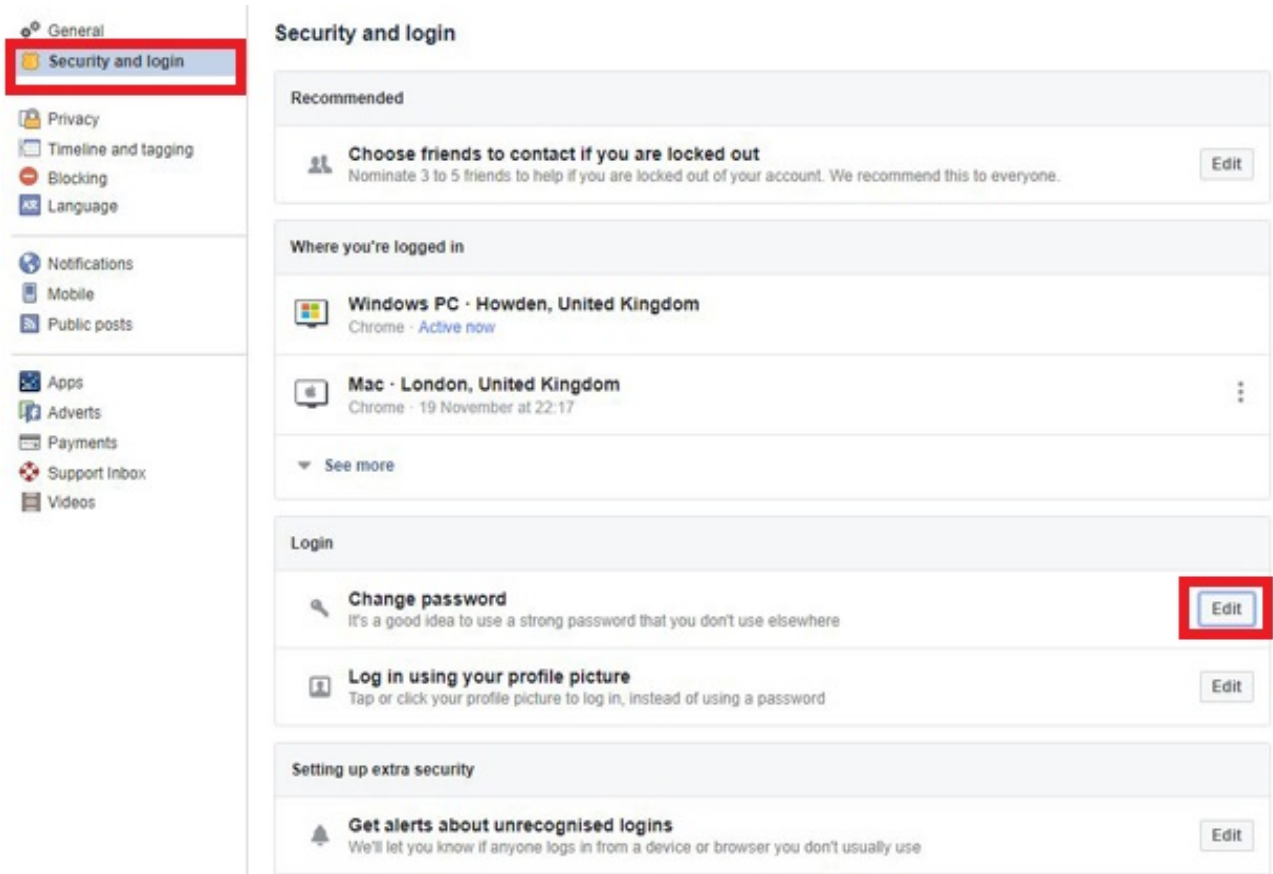
Facebook includes a host of privacy settings enabling you to easily control who can view your status and access your private details. Here's how to enjoy Facebook without giving too much away.

Step 1: Password protect

Start by setting a strong password for your Facebook account. Go to the **Settings** menu – it's in the drop-down menu from the downward-pointing arrow in the top right corner.



In the left hand column click **Security and login** and click the tag marked **Edit**, to the right of **Change password**.

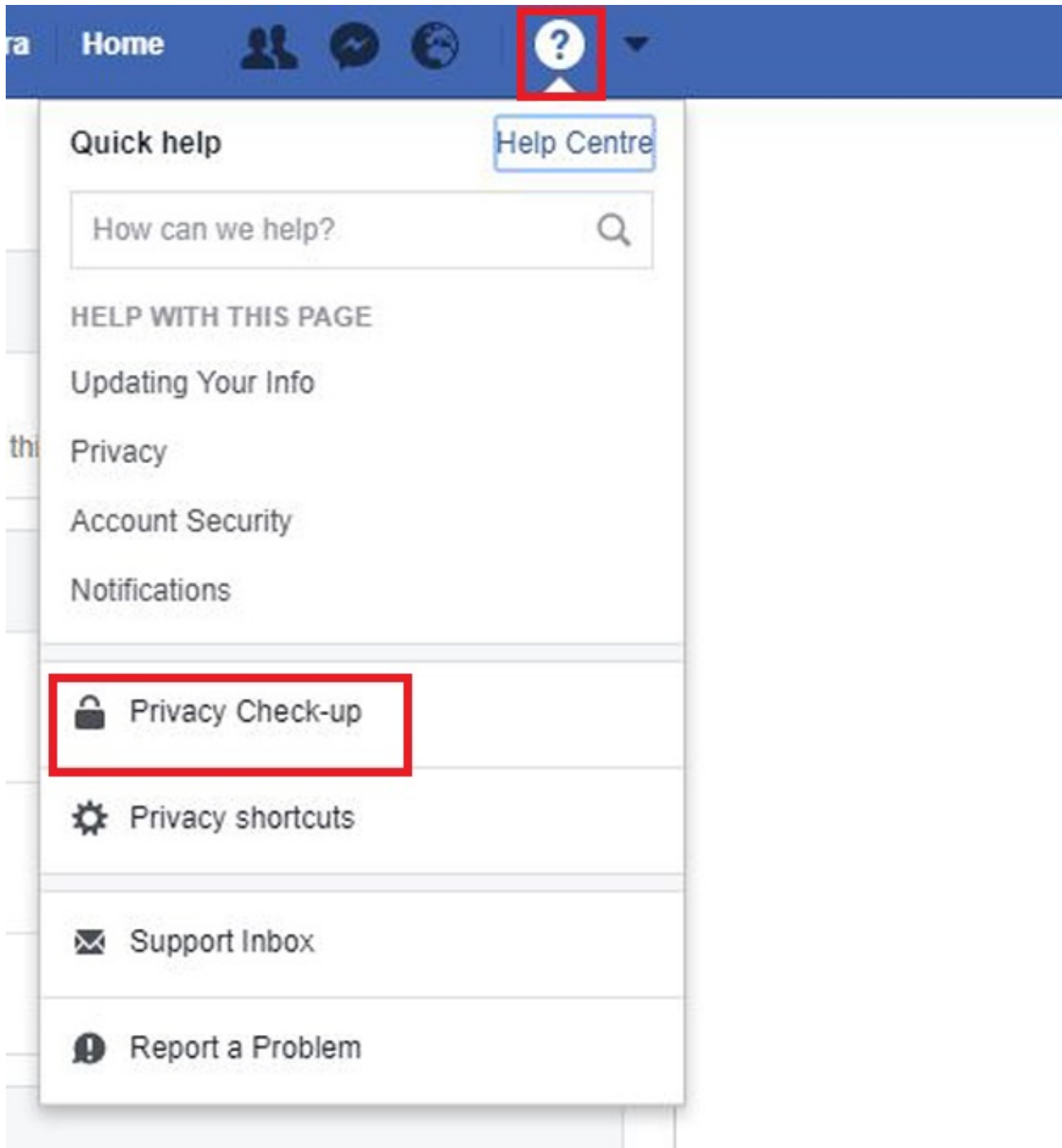


Type in your current password, so Facebook knows that it's you making the change. Now enter your new password, choosing a combination of capital letters and numbers. Make sure you don't use the same password for your email, internet banking or shopping accounts. **For tips on choosing the best possible password, click here. [http://home.bt.com/tech-gadgets/computing/8-tips-to-make-sure-your-passwords-are-strong-but-simple-11364015494778]**

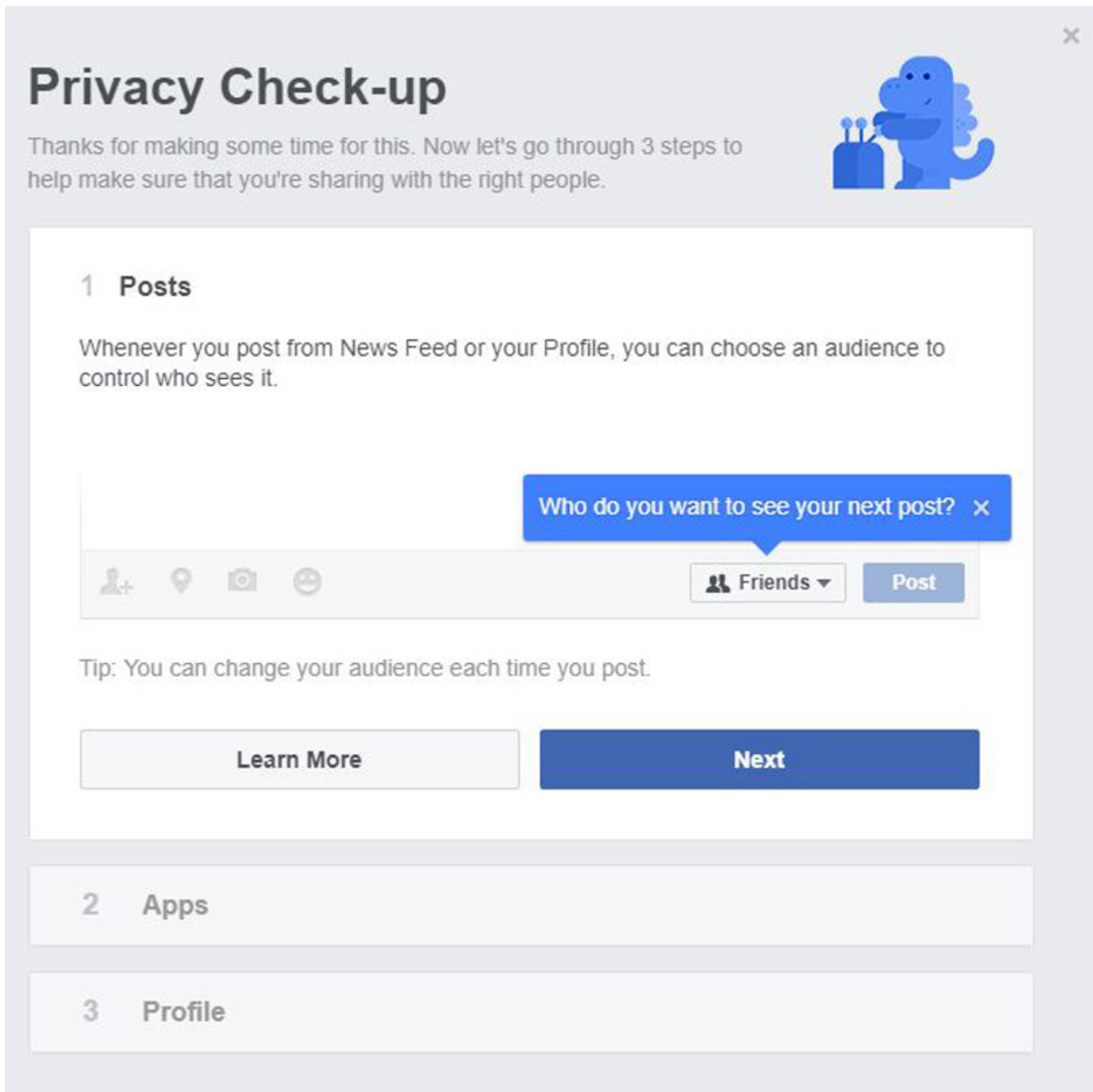
A screenshot of the password change form. It features three input fields labeled 'Current', 'New', and 'Retype new'. Below the fields is a link for 'Forgotten your password?' and two buttons: 'Save Changes' and 'Cancel'.

Step 2: Limit access

Next, let's limit who can see your Facebook posts and personal info. Click the same downwards facing arrow in the top right hand corner as before and click **Settings**.



On **Posts** make sure it's only limited to **Friends** and then click **Next**.



The image shows a Facebook Privacy Check-up window. At the top, it says "Privacy Check-up" and "Thanks for making some time for this. Now let's go through 3 steps to help make sure that you're sharing with the right people." There is a blue dinosaur character on the right. The first step is "1 Posts". Below this, it says "Whenever you post from News Feed or your Profile, you can choose an audience to control who sees it." There is a screenshot of a Facebook post creation interface. A blue callout box says "Who do you want to see your next post? X". Below the callout, there are icons for adding people, location, photo, and emoji. To the right, there is a dropdown menu set to "Friends" and a "Post" button. Below the screenshot, it says "Tip: You can change your audience each time you post." At the bottom of the first step, there are two buttons: "Learn More" and "Next". Below the first step, there are two more steps: "2 Apps" and "3 Profile".

Also check on which **Apps** people can see and what **Profile** information is public and make sure your personal information is set to **Only Me**. Then click **Finish**.

Or click the downwards arrow in the top right hand corner and click **Settings**. Click **Privacy** in the left hand column and under **Your activity** look for **Who Can See My Future Posts?** It should say **Friends** – change it if it doesn't. If it says Public, then everything you post is shared with the entire internet.

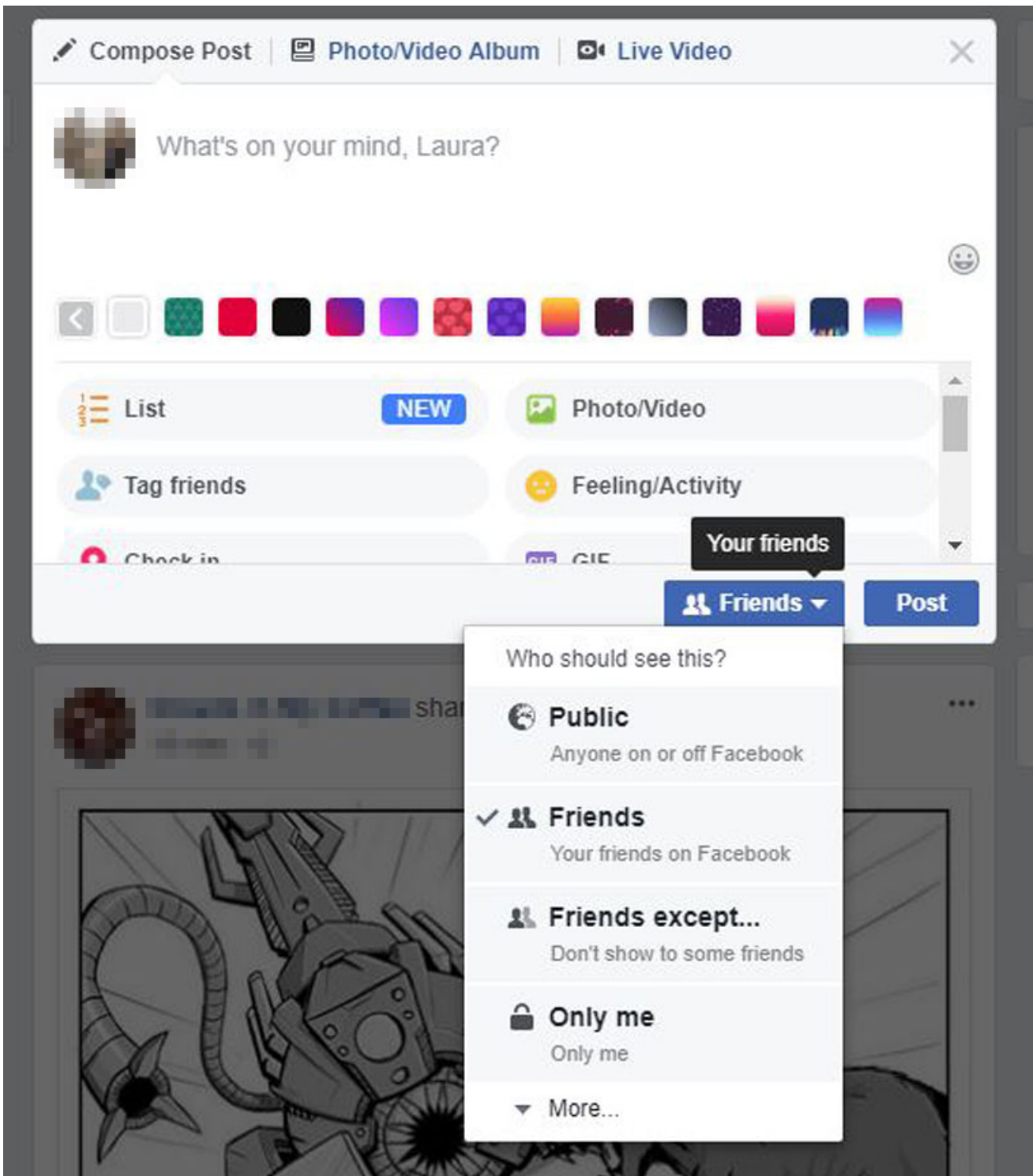
For extra control choose **More Options** and select **More** from the dropdown and then **Specific friends**. This lets you specify individuals you don't want to share your Facebook posts with. Perhaps work colleagues or family members you don't want to be able to see every detail of your life. Sorry mum.

[Read more: How to manage your Facebook friends] [<http://home.bt.com/tech-gadgets/internet/how-to-manage-your-facebook-friends-11363961205995>]

Step 3: Want to share?

Once you've set up your Privacy Settings, it's worth considering that if you post an announcement on Facebook, such as 'We're getting married!' or 'Just bagged my dream job' only certain people will see your news.

You can decide on a per-post basis who can see your updates. Type your announcement into the status update field, then use the drop-down menu beneath it to specify who can see it. Depending on the content you may want to make it viewable to Public, Friends, or specific individuals.



Step 4: Tagging

Tagging people is a great way to let them know that you've posted something related to them on Facebook.

To tag someone in a photo, click on their face and type their name into the text box that appears. To tag in a standard post click the person icon and enter their name.

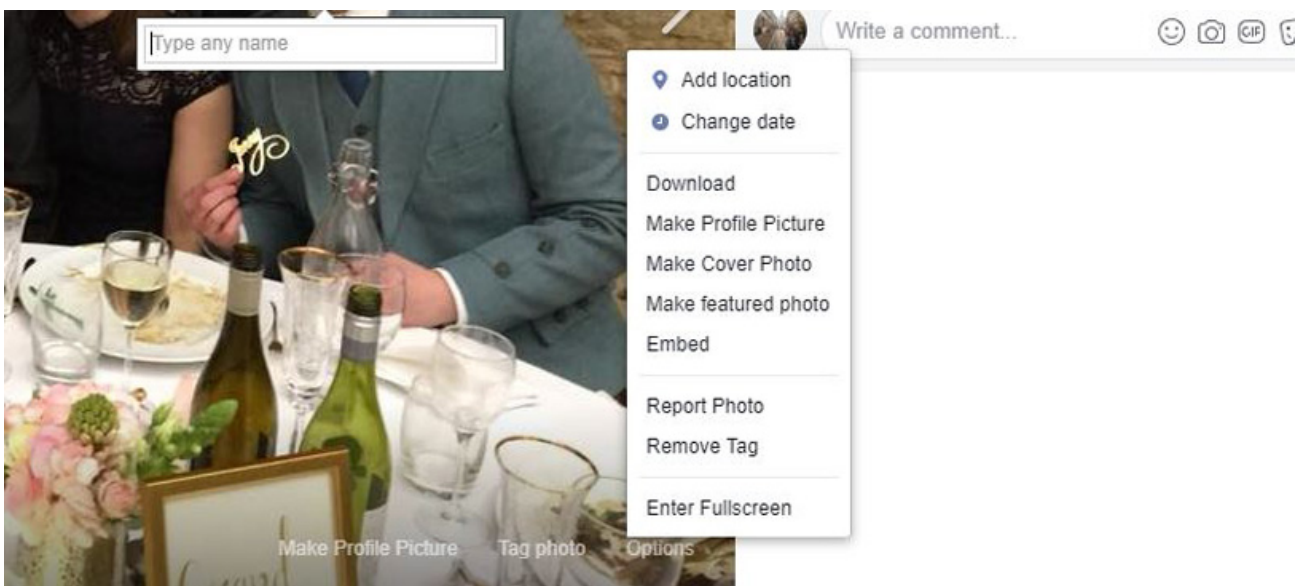


Admittedly, some photos are just so funny you can't resist photo tagging, but some people really dislike it, so it's polite to ask before sharing shots – especially if the photo was taken at a private event.

Step 5: Removing tags

However careful you are with your privacy settings, once you have been tagged in a photo, your friend's friends can see it too.

Click on the photo and click **Options** at the bottom of the page, then **Remove Tag**. This will let you untag yourself. If it's an offensive photo, you can click **Report Photo** instead.

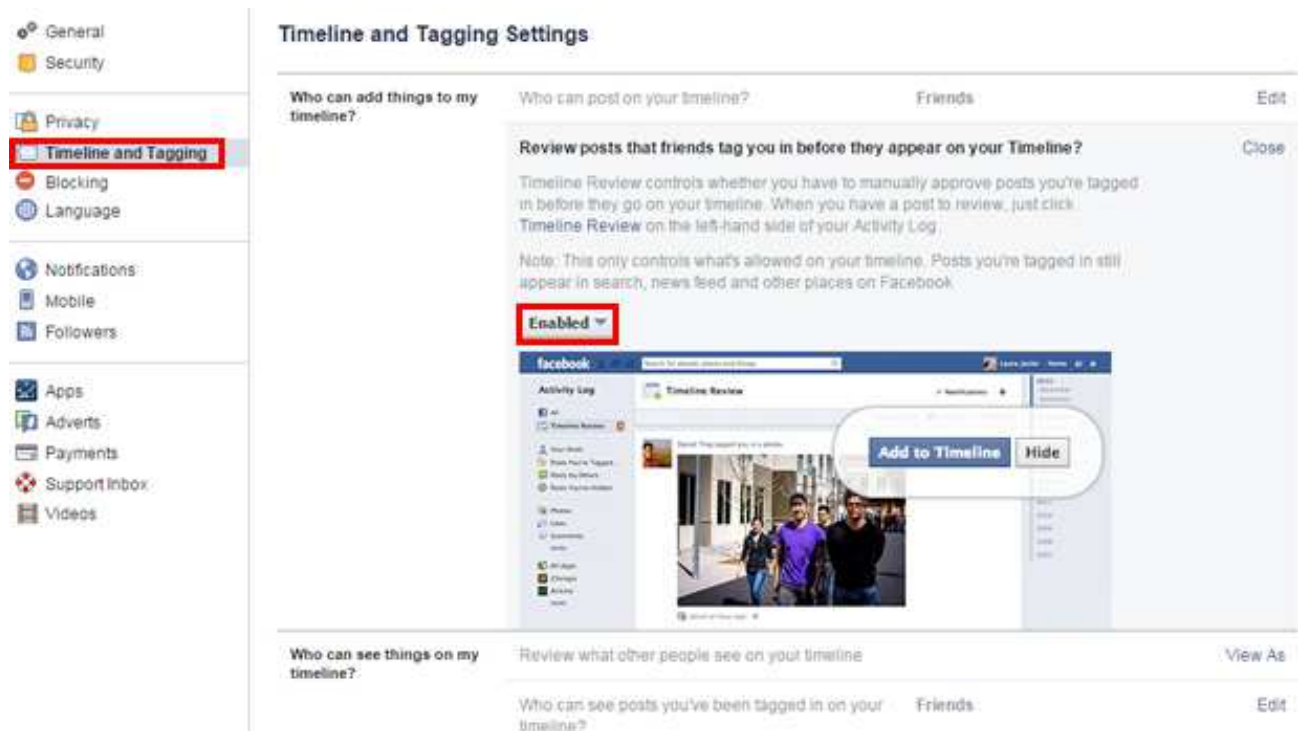


Step 6: Review posts

Alternatively you can choose to verify anything before it's posted on your Timeline. Go to the **Settings** menu again and click **Timeline and tagging** in the left hand column.

Under **Review** and **Review posts that you're tagged in before the posts appear on your timeline?** click the **Edit** button and click **Enabled**.

Enable this option, and you'll see everything you're tagged in before it goes live on your timeline, and you can choose whether to let it or not.



[Read more: Fed up with seeing so many Facebook posts? Here's how to take control of your News Feed] [<http://home.bt.com/tech-gadgets/internet/fed-up-with-seeing-so-many-facebook-posts-heres-how-to-take-control-of-your-news-feed-11364000310314>]

Step 7: Search engines and Likes

Search engines can link to your timeline in search results. Go to the **Settings** menu again (via the down facing arrow in the top right hand corner) and click **Privacy**

Under Who Can Look Me Up, you'll see Do You Want Other Search Engines to Link to Your Timeline? Click **Edit**, then **No** to disable it. You can also choose who sees your email address and phone number too – the default setting is Everyone, so best limit it to just Friends.

Privacy Settings and Tools

Who can see my stuff?	Who can see your future posts?	Friends	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
Who can contact me?	Who can send you friend requests?	Everyone	Edit
Who can look me up?	Who can look you up using the email address you provided?		Close
	This applies to people who can't already see your email address.		
	Everyone		
	Who can look you up using the phone number you provided?	Everyone	Edit
	Do you want search engines outside of Facebook to link to your Profile?	No	Edit

Facebook isn't just about keeping in touch, it's full of endless promotions and sharing options that help companies market their wares, to get your Likes.

Every time you like a page it appears in your timeline and News Feed – you may even appear in adverts for the page. Facebook advises your connection may even be shared with Facebook apps.

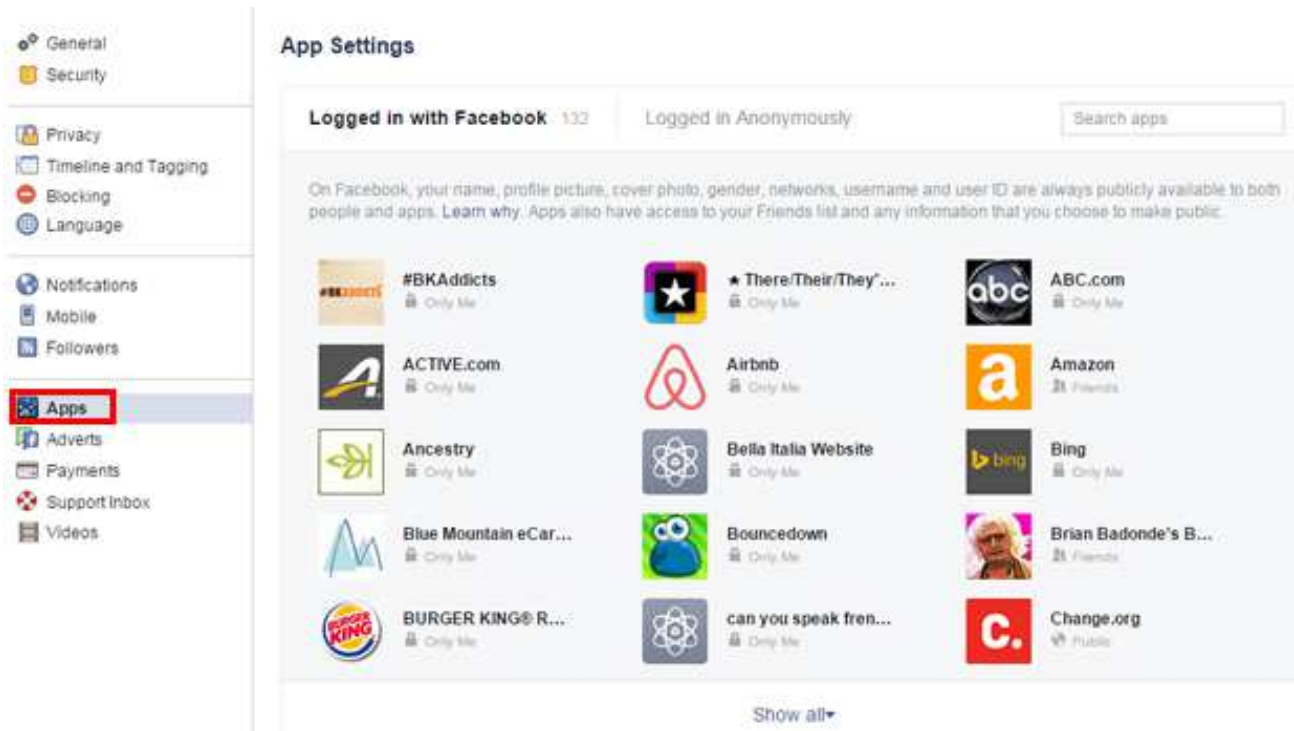
Be very careful about which pages you Like. Especially those that use emotive content asking you to Like a photo. Very often once a page has reached a certain number of Likes it will be sold.

[Read more: Why you should think before clicking Like on Facebook] [<http://home.bt.com/tech-gadgets/internet/why-you-should-think-before-clicking-like-on-facebook-11363955038901>]

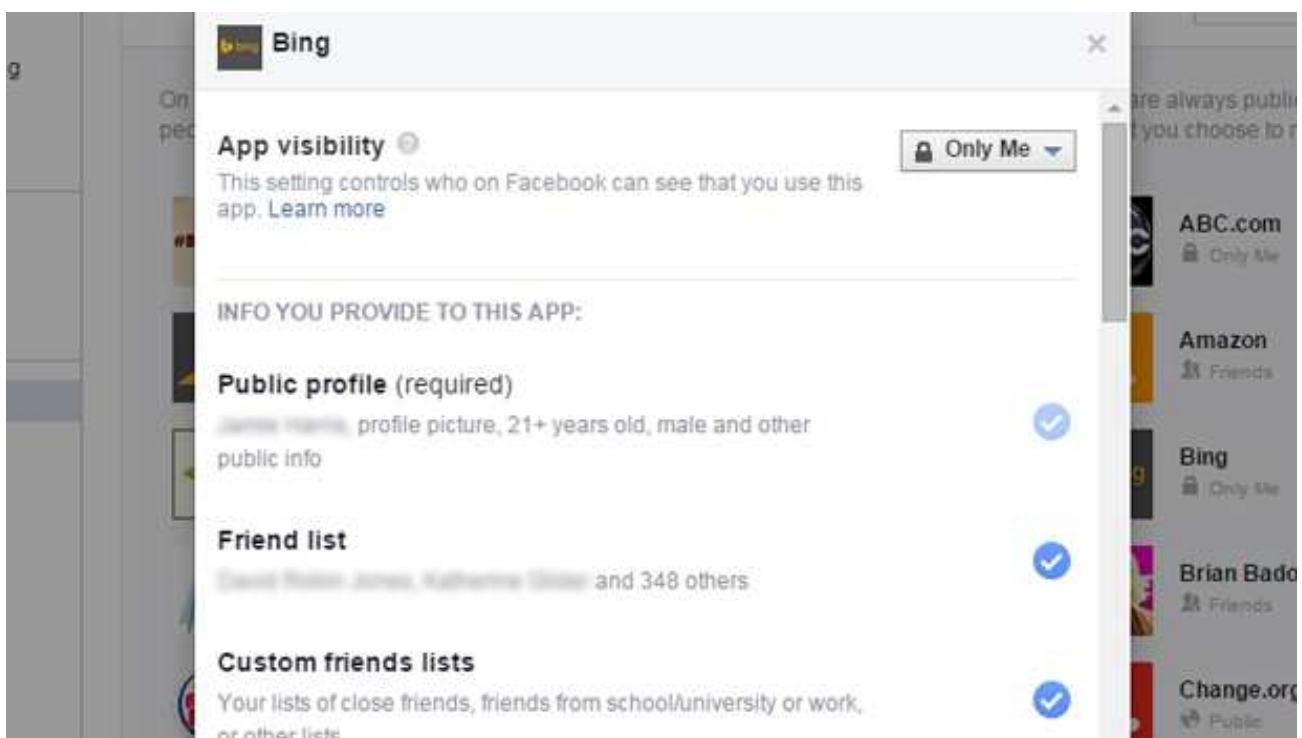
Step 8: App information

Some mobile apps request access to your Facebook account – these include Spotify, Xbox Live and the Facebook app, among others. It's worth finding out what personal information they can access.

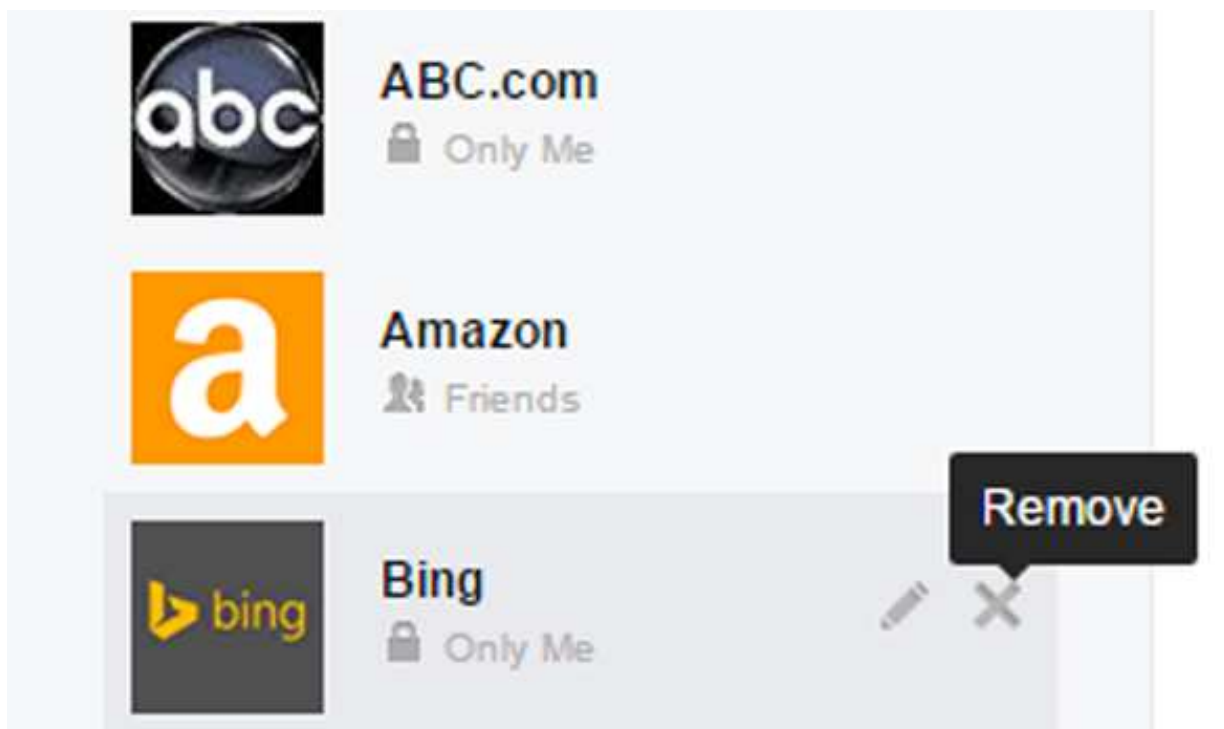
To find out, click on the downward arrow menu and click **Settings**, followed by **Apps** from the left menu.



Here you'll see a list of apps you use. Simply click one to find out which information it uses. Untick anything you're not happy about.



Some apps won't allow you to untick everything though, in which case you should consider removing the app altogether. You can do this by hovering over the name, until a cross appears. Click it and confirm that you want to get rid of it by clicking the blue **Remove** button.



Remember, if you keep getting annoying game invites you can block them following the steps here. [<http://home.bt.com/tech-gadgets/internet/how-to-block-annoying-game-invites-on-facebook-11363962619320>]

Check out the video below to discover how to protect your Facebook profile picture

[Read more: How to waste less time on Facebook] [<http://home.bt.com/tech-gadgets/internet/social-media/the-facebook-diet-slimming-down-your-social-networking-habits-11363848820772>]

If you are really worried then consider deleting your account, find out how to do this in our article by clicking on the link below.

[Read more: Fed up of Facebook? How to deactivate and delete your account]

[<http://home.bt.com/tech-gadgets/internet/social-media/how-to-delete-deactivate-facebook-account-11363924117051>]