Stay safe on Facebook

Social Media is great and allows us to connect with people instantly all over the world but it also a great tool for the fraudsters.

Criminals love your info

Posting your holiday plans; pictures of your new car; where you work and just checking in when you're out and about gives criminals lots of details about you. And when it's put together with answers to security questions such as your first school, your mother's maiden name or your birthday, they can plan a cyber or physical "attack" against you or your employer.

What do they do?

Their favourite trick to scour Facebook for details you've posted about yourself and use them to craft a seemingly innocuous email. The email looks genuine – after all, it's personalised to you – but in fact it's well disguised phishing attack. And if you click the link in the email they can deliver malicious software, infect your machine and even attack our network/and or systems.

What can I do?

There are three ways to keep you, your friends and your family safe. You can:

- Deactivate your account
- Delete your account
- Update your privacy setting.

This guide looks at each in turn and will help you keep your information private.

Deactivating your account

Points to consider:

- You can reactivate whenever you want
- People can't see your timeline or search for you
- If you only deactivate your account everything you've previously posted will remain there. Your account is simply in hibernation, waiting for you to wake it up again and carry on where you left off.
- If you want to remove certain posts before you deactivate your account then you need to edit or delete them manually first.

To deactivate your account:

1. Click the account menu at the top right of any Facebook page



2. Select Settings

| f Joe Bloggs | | | | Q | 🚺 Joe Hor | ne Find Friends | X 🛇 😌 🛛 🗸 |
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| a | | | | | | | Create Page |
| | | | | | | | Create Group Find Groups |
| | | | | | | | Create Fundraiser |
| | Joe Blog | gs | | | 🖉 Edit Profile | View Activity Lo | Create Adverts Advertising on Facebook |
| Add Photo | Timeline | About | Friends | Photos | More 🔻 | | Activity Log News Feed Preferences |
| Intro | | 1 | Compose post | D Photo/Vi | deo 🛛 🖸 Live video 🗍 | 🚩 Life Event | Settings Log out |
| + What's your favourite for | od? 👂 🍼 🍪 | | What's o | n your mind? | , | | |
| + Add info about you | | (| Photo/Video | 🙂 Feelii | ng/Activity ••• | | |
| Add featured photos | | | | | | 👥 Friends 🔻 | Post |
| + Add Instagram, Websites, | Other Links | | | | | | |
| | | NO | RECENT POSTS | | | | |

- 3. Click the edit button for "Manage account"
- 4. Scroll down the page & click "Deactivate your account"

| General Account | Settings | |
|---|--|------|
| Name | Joe Bloggs | Edit |
| y Username | You have not set a username. | Edit |
| ng Contact age | Primary | Edit |
| Networks | No networks. | Edit |
| Temperature | Celsius | Edit |
| tr ts tents port Inbox ps Download a copy of y | A legacy contact is someone who you choose to manage your account after you pass away. They'll be able to do things like pin a post on your Timeline, respond to new friend requests and update your profile picture. They won't post as you or see your messages. Learn more. Choose a friend Add Your legacy contact won't be notified until your account has been memorialised, but you'll have the option to send them a message straight away. If you don't want to have a Facebook account after you've passed away, you can request to have your account permanently deleted instead of choosing a legacy contact. Request account deletion. Deactivating your account will disable your Profile and remove your name and photo from most things that you've shared on Facebook. Some information may still be visible to others, such as your name in their Friends list and messages that you've sent. Learn more. Deactivate your account. Close | |

5. Enter your password

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Q

- 6. Click continue
- 7. Select the reason for deactivating your account
- 8. Click deactivate.

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|--|--|--|--|-------------------------|---|-------------------------|-------------------|--------------------|-----|
| Are you sure you want Deactivating your account wil to others, such as your name | to deactivate your account? I disable your Profile and remove your nai in their Friends list and messages that y | me and photo from most th ou've sent. | nings that you've st | nared on I | Facebook, Some | informati | on may | still be visi | ble |
| Reason for leaving required | This is temporary. I'll be back. I receive too many emails, invitations I don't understand how to use Facebo I spend too much time using Facebo I don't find Facebook useful. I don't fiel safe on Facebook. I have a privacy concern. Please remember that you can always moment to learn more about how private let us know so that we can address it it | and requests from Faceb ook. ok. control the information tha acy works on Facebook. If t in the future. | ook. It you share and w here is a specific (| ho can se question o | ie it. Before you di or concern that you | eactivate, u have, w | please re hope | take a that you'll | |
| | O My account was hacked. O I have another Facebook account. O Other (please explain further): | | | | | | | | |
| Please explain further | | .#I | | | | | | | |
| Email opt-out | Opt out of receiving future emails from Even after you've deactivated, your friends receive these email invitations and notifie Deactivate Cancel | n Facebook s can still invite you to ever cations from your friends. | its, tag you in phot | os or ask | you to join groups | s. If you o | pt out, y | ou will NO | г |

- 9. At the next prompt click deactivate now
- 10. If it's worked you should see the following screen

| To reactivate y You will then b | nas been deactivated our account, log in using your old login er e able to use the site as before. | mail address and password. |
|------------------------------------|--|----------------------------|
| We hope you | ome back soon. | |
| | | |
| | Log in to Facebook | |
| | Email address or phone number | |
| | Password | |
| | Log In | |
| | OF | |
| | Create New Account | |
| | Forgotten account? | |
| | | |

Deleting your account

Points to consider:

- You can't re-access the account
- Some things which aren't stored in your account won't be deleted. For example, a friend may have messages from you after deletion
- Copies of some details (e.g. log records) may remain in Facebook's database but they're not connected to personal identifiers.
- When you delete an account, there's a delay of a few days before the account is actually deleted requested. If you log back into your Facebook account before the account is actually deleted, your deletion request is cancelled.
- It can take up to 90 days to delete data stored in backup systems, but your info isn't accessible on Facebook during this time.

To delete your account:

- 1. Click https://www.facebook.com/help/delete_account
- 2. Log in (if you're not already logged in)
- 3. Clock delete my account.

| f Search | Q | 🚺 Joe Home F | ind Friends | R 🛛 (| 9 0 - |
|----------|---|---|-------------|-------|---------|
| | | | | | |
| | Delete my account | | | | |
| | If you do not think you will use Facebook again and would take care of this for you. Keep in mind that you will not be a retrieve any of the content or information you have added. If you would still like your account deleted, click "Delete My | like your account deleted, we c able to reactivate your account o Account". | can or | | |
| | Learn more about account deletion | Delete my account | Cancel | | |

4. Complete the captcha

| Permanently delete account | × | br |
|---|----|----|
| You are about to permanently delete your account. Are you sure you want to do this? If so, fill in the following: Password Security Check Please enter the text below REPERENCE Security Check | | c |
| Can't read the text above? Try another text or an audio CAPTCHA Text in the box: What's this? | | |
| OK Cance | el | |

5. Click OK to complete the deletion

6. If it's worked you should see the following:



7. If you change your mind you have 14 days to log back in and cancel the deletion.

Update your privacy settings

If you want to keep Facebook account and protect your personal information, you need to update your privacy settings. Unfortunately this takes some time to do because every part has to be updated separately. There are no short cuts. But it's worth it.

So here goes:

1. From any page, click the down arrow on the top right of the page



2. Click settings



3. Click privacy

| o [©] General | General Account S | Settings | | | | |
|------------------------|--|---|------|--|--|--|
| Security and login | Name | <u></u> | Edit | | | |
| Timeline and tagging | Username | http://www.facebook.e | Edit | | | |
| Blocking Language | Contact | Primaliy | Edit | | | |
| Notifications | Networks | No networks. | Edit | | | |
| Mobile Public posts | Temperature | Celsius | Edit | | | |
| | Manage account | Modify your legacy contact settings or deactivate your account. | Edit | | | |
| Apps | Download a copy of your Facebook data. | | | | | |

This will take you to the below page

| f Search | | Q 🥥 Joe H | ome Find Friends 💄 | l 🛛 🕲 🛛 |
|--------------------------|--|---|--------------------|------------------|
| 🇬 General | Privacy Settings and | Tools | | |
| Privacy | Your activity | Who can see your future posts? | Friends | Edit |
| Timeline and tagging | | Review all your posts and things you're tagged in | | Use Activity Log |
| Blocking Kanguage | | Limit the audience for posts you've shared with friends of friends or Public? | | Limit Past Posts |
| Notifications | How people can find and contact you | Who can send you friend requests? | Everyone | Edit |
| Mobile Public posts | | Who can see your friends list? | Public | Edit |
| Apps | | Who can look you up using the email address you provided? | Everyone | Edit |
| Adverts Adverts Payments | | Who can look you up using the phone number you provided? | Everyone | Edit |
| Videos | | Do you want search engines outside of Facebook to link to your Profile? | Yes | Edit |

4. Click the edit button next to "who can see your friends list" and change it from public to friends. By doing this it means only your friends can see your list.

By the way, you could choose only me, but for most people that is too extreme. Remember it's no guarantee your friends list will remain private as people can see who your friends are by other means. (More on that later in the friends section.)

| How people can find and contact you | Who can send you | friend requests? | Everyone | Edit |
|--|---|-------------------------------------|------------|------|
| | Who can send you friend requests? Everyone Edit Who can see your friends list? Close Remember that your friends control who can see their friendships on their own timelines. If people can see your friendship on another timeline, they'll be able to see it in News Feed, search and other places on Facebook. If you set this to Only me, only you will be able to see your full friends list on your timeline. Other people will only see mutual friends. If riends Image: the set of th | | | |
| contact you | Remember that yo timelines. If people see it in News Fee me, only you will b will only see mutu: | | | |
| | Public | o using the email address yo | u Everyone | Edit |
| | Only me | o using the phone number yo | u Everyone | Edit |
| | w Custom | | | |
| | Do you want searc to link to your Profi | h engines outside of Faceboo le? | k Yes | Edit |

This is how the profile looks to outsiders now. Much more secure.

| | Joe Bloggs & Add Friend @ Messa | | | | | | 🗭 Message | *** |
|-------------------------------|---------------------------------|--------------|------------|--------|--------|--|-----------|-------|
| | Timeline | About | Friends | Photos | More 🔻 | | | |
| DO YOU KNOW JOE? | | | | | | | | |
| To see what he shares with fr | iends, send him | a friend red | quest. | | | | よ Add F | riend |
| 1 Friends | | | | | | | | |
| | | No | friends to | show | | | | |

5. Go back to privacy settings (Click the down arrow button in the top right of the page and then select privacy from the tabs on the left.)

| Privacy | Settings | and | Tools |
|---------|----------|-----|-------|
|---------|----------|-----|-------|

| Who can see my stuff? | Who can see your future posts? | Friends | Edit |
|-----------------------|---|--------------------|------------------|
| | Who can see your friends list? | 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? | Friends of friends | Edit |
| Who can look me up? | Who can look you up using the email address you provided? | Friends | Edit |
| | Who can look you up using the phone number you provided? | Friends | Edit |
| | Do you want search engines outside of Facebook | No | Edit |

to link to your Profile?

- 6. On the setting "who can see future posts" click edit and change to friends. This means only friends will be able to see your future posts.
- 7. Then select "limit the past audience for past posts..." and click limit past posts. This will make it so only your friends can see past posts and they are no longer available to the public.
- 8. Now change how people find you. This applies to "who can look you up using the email address you provided" and "who can look you up using the phone number you provided". Setting these both to friends only will make it harder for attackers who know your email and/or phone number to find you.
- 9. On the setting "do you want search engines outside of Facebook to link to your profile" click no. This is an added measure of security to make sure strangers can't easily find your account. If they are true friends it shouldn't be hard to find you.

Your privacy settings page should look like the image below once you have carried out these steps.

Privacy Settings and Tools

| Who can see my stuff? | Who can see your future posts? | Friends | Edit |
|-----------------------|---|--------------------|------------------|
| | Who can see your friends list? | 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? | Friends of friends | Edit |
| Who can look me up? | Who can look you up using the email address you provided? | Friends | Edit |
| | Who can look you up using the phone number you provided? | Friends | Edit |
| | Do you want search engines outside of Facebook to link to your Profile? | No | Edit |

10. Check your public profile. Click on your picture in the top toolbar

| f Joe Bloggs | Q | Joe Home | Find Friends | 11 9 | 9 6 |
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| | | - | 4/2 | | |

11. Click the 3 dots next to View Activity Log and press view as....

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|--------------|---------------------|--------------|----------------|------------------------------|---|
| | | | | | |
| 1 and 1 | Joe Bloggs | | 🖉 Edit Profile | View Activity Log | |
| | Timeline About Frie | nds 1 Photos | More - | View As Timeline Settings | |

12. To close this view and go back to editing press the X in the left of the black bar that has appeared



13. Update the "About you" part of your profile. After clicking the X you should see the screen below. The overview details will depend on how much information you've put on Facebook.

| Se anti | Joe Blog | ggs | | | 🖉 Edit Profile | View Activity Log | *** |
|--------------------------|----------|--------------------------|--------------------------------|---|----------------|-------------------|-----|
| | Timeline | About | Friends 1 | Photos | More 🔻 | | |
| L About | | | | | | | |
| Overview | | Senior A | ccount Manage | r at BT Sport | i 17 1 | November 1992 | |
| Work and education | | 17 Novem | iber 2017 to prese | nt | | | |
| Places you've lived | | Studied | Business and Fi | nance at Unive | ersity | | |
| Contact and basic info | | of Stirling Past Edir | g hburgh College | nunce at onive | , or y | | |
| Family and relationships | | | | | | | |
| Details about you | | Lives in From Edir | Brighton Iburgh, United Kin | adom | | | |
| | No. CO. | | | 14 18 18 18 18 18 18 18 18 18 18 18 18 18 | | | |

14. Go through every tab and change the information from public to friends only or delete it. To navigate through the tabs just click on their name down the left of the about page. By the way, each tab is slightly different.



15. To delete anything on the work and education tab just hover over it and press the options button that appears and then delete.



To make any of your information friends only instead of public click on the globe button to the left of the options and click friends only. Pressing the globe button for every tab will change who can see it.

| + Add a workplace | | |
|--|------------------------------------|---------|
| Who should see this? | BT Sport PB | × Cance |
| Public Anyone on or off Facebook | Senior Account Manager | |
| X Friends Your friends on Facebook | Brighton | |
| L Friends except Don't show to some friends | | |
| Specific friends Only show to some friends | | |
| Only me | 2017 V November V 17 V to present. | |
| ✓ See All ♥ Public ♥ | Save Changes Cancel | |
| Projects | + Add a Project | |

16. On the places you have lived tab, if you want to delete the place then press the x button that appears when you hover over the info



Nothing should remain public in your "about" tab. You can double check everything has been made private by going back to the "view as...." Button which was shown earlier.

17. Recheck your public view. You should no longer have an 'About' tab. But your pictures, likes, groups etc. should still be visible.



18. Make the people and pages you follow private. To do this leave view as... mode and click on the friends tab and then click on the pen in the top right.

| | Joe Blogg | s s | 3 | | ⊘ Edit Profile View Activiti | y Log |
|-------------|-----------|--------|-----------|--------|---------------------------------------|-------|
| | Timeline | About | Friends 1 | Photos | More 🔻 | |
| K Friends | d 1 | | | | + Find Fri Search for your friends | ends |
| Bill Tennan | nt | ✓ Frie | nds | | | |

19. Click edit privacy and this box should appear. Click on the public tab next to following and select friends.

| Edit privacy | | × |
|---|----------|---|
| Friend List Who can see your friends list? Remember that your friends control who can see their friendships on their own timelines. If people can see your friendship on another timeline, they'll be able to see it in News Feed, search and other places on Facebook. If you set this to Only me, only you will be able to see your full friends list on your timeline. Other people will only see mutual friends. | | 👥 Friends 🗸 |
| Following Who can see the people, Pages and lists you follow? Remember that the people you follow can see that you're following them. | ~ (1 | Public ▼ Public Friends |
| Learn More | * | Only me Custom |

20. Now hide your likes to the public. To do this, go back to your profile, hover over the more tab, and click likes.



21. Click the pen and then edit the privacy of your likes

| | Joe Blog | ggs | | | 🖉 Edit Profile | View Activity Log •• |
|-------------------------|-------------|----------|--------------|--------------|-----------------------|---------------------------------|
| | Timeline | About | Friends 1 | Photos | More 🔻 | |
| Likes | | | | | | ✓ Add Likes |
| Il Likes 3 Films TV Pro | grammes Mus | ic Books | Sports Teams | Sportspeople | People R ^H | lide Section |
| ~ | | | | Q | Search for Page | ctivity Log |
| | | | | | E | dit the Privacy of your Likes |
| Ed Sheer Musician/ba | and ♥ | | | Ma Spo | ort team | dit the Privacy of your Follows |
| ALC ALCO | | | | CITY | | |

22. Set everything to 'friends only' not 'public' so it's like the image on the right

| dit Privacy of Likes | | Edit Privacy of Likes | |
|----------------------|------------|-----------------------|---|
| Movies | ⊙ - | Movies | 1 |
| Television | V 🕑 Public | Television | 1 |
| Music | Custor | Music | 1 |
| Books | © - | Books | 1 |
| Sports teams | © - | Sports teams | 1 |
| Athletes | 🕑 🕶 🛛 N A | Athletes | 1 |
| Inspirational people | © - | Inspirational people | 1 |
| Restaurants | 6 - | Restaurants | 1 |
| Games | 6 - | Games | 1 |
| Activities | © - | Activities | 1 |
| Interests | © - | Interests | 1 |
| Sports | © - | Sports | 1 |
| Foods | © - | Foods | 1 |
| Clothing | € - | Clothing | ž |
| Websites | · · | Websites | ž |
| Other | € - | Other | 1 |
| | Close | | |

23. To hide the remainder of the about sections go back to your page, hover over more, and click manage sections.

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|------------------------------------|---------------|-------|---------------------------------|-----------------|--------------------------|---------------------|
| | Joe Blog | ggs | | | 🖉 Edit Profile | View Activity Log + |
| | Timeline | About | Friends 1 | Photos | More 🔻 | |
| Intro | | 1 | Compose post | Photo/Video | Videos Check-ins | 🚩 Life Event |
| + What's your favourite for | ood? 👂 🍯 🍪 | Ę | What's on | your mind? | Sports Music Films | |
| + Add info about you | | | Photo/Video | 🙂 Feeling/. | TV Programmes Books | |
| Add featured photos | | | | | Likes | 🕂 Friends 👻 Post |
| + Add Instagram, Websites | , Other Links | | | | Reviews | |
| | | | Bill Tenna | nt ⊧ Joe Blo | Groups Notes | |
| Friends 1 | | P | Party at Jo | e's - 123 | Manage Sections | street |
| Bill Tennant | | Ľ |)Like 💭 Co | omment 🔗 | Share | |
| | | | Write a com | ment | | 0 6 9 |
| Featured albums | | | | | | |
| Enalish (UK) · Enalish (US) · Pols | ki Español 🗌 | | Joe Blogg 1 hr : <u>st</u> ▼ | is with Bill Te | nnant. | *** |

24. Uncheck everything below the "Likes" button. You'll see your reviews, groups, events and notes but nobody else will.

25. Leave any groups you don't use, as there are programs that can search and find what groups you are part of.

| 🗹 💄 About | |
|---------------|--|
| 🗹 🥼 Friends | |
| Photos | |
| Videos | |
| Check-ins | |
| Sports | |
| 🗹 🎵 Music | |
| Films | |
| TV Programmes | |
| Books | |
| Likes | |
| Events | |
| Fitness | |
| Reviews | |
| Groups | |
| Notes | |

26. Make your photo albums private. Click on the photos tab on your Facebook profile and then click albums. By default your cover and profile picture albums are always visible to the public which is why it's important to make sure they are not revealing.

| 2 | Joe Bloggs | | 🖉 Edit Profile | View Activity Log | J |
|-----------------------|----------------------|-------------|----------------|--------------------|---|
| | Timeline About Frien | ds 1 Photos | More 🔻 | | |
| | | | | | |
| Photos | | | + Create Albur | n Add Photos/Video | |
| our Photos 🛛 Albums 📈 | | | | | |
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| + | | | | 2 | |
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| Create Album | | | | | |
| Create Album | | | | | |

27. Make sure all other albums are only available to friends only by clicking the button in the bottom right of the album and changing it to friends.



And finally.....your friends

Do you know all of your friends? Or are they friends of friends?

Our last piece of advice is keep your friends group to a minimum. Having 500 friends on a private Facebook might sound good but it's like building the world's best fortress and leaving the gates open.

Go through your friends list and remove people who you don't really know. Having a large friends list could undo all the work you have done, as they may not be who you think they are.

Congratulations you should have a secure Facebook! If at any time you want to check how your account looks use the view as... button on your profile.