

HOW TO CHECK YOUR FACEBOOK PRIVACY SETTINGS IN LESS THAN 10 MINUTES

NHS staff can often find themselves part of stories on the news and in the media. To make the stories more relatable, the media use pictures they find online of the people they are reporting on.

Here's what you can do in less than 10 minutes to reduce the likelihood of your holiday snaps on Facebook becoming the ones they use, or worst still, becoming the story.

TOP TIP:
The quickest way to access all of the privacy and security settings on Facebook is on a desktop computer.

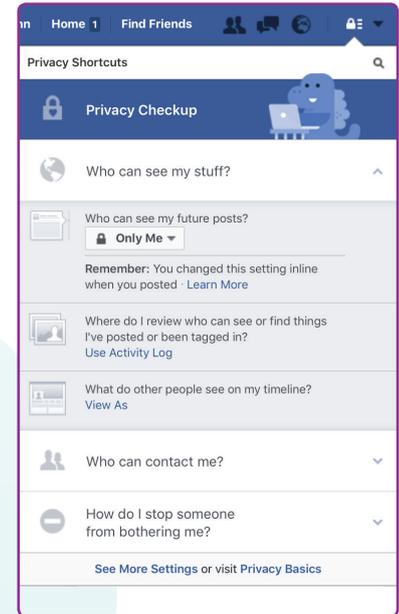
Step 1: Desktop privacy check up (3 mins)

Click the padlock symbol and go through the privacy check up list. Click on the drop down menus under each question to review your current settings.

TOP TIP: Your current and past profile and cover photos are public so make sure these remain professional.

Step 2: View what other people see when they view your timeline and profile (2 mins)

Under the 'Who can see my stuff?' drop down you'll find the very handy 'View as' option. This lets you see how your profile and timeline can be viewed by a member of the public.



Desktop privacy check up screen.

Step 3: Review your photos (5 mins)

You can choose who views the photos you upload to Facebook by selecting which audience sees it. However, if your friend then comments on or shares your photo there is a chance it could be shared with their friends, the public and journalists.

If you uploaded a photo you may choose to delete it. If somebody else uploaded it, click on the 'Allowed on timeline' option under the name of the person who uploaded it and change that to 'Hidden from timeline'. This makes the photo harder to find, but you won't be able to delete it from Facebook yourself as the photo remains the property of the uploader. You could ask the person who posted it to delete it.

TOP TIP:

You can access basic privacy settings from a mobile device, but you cannot access all photo privacy settings from the app.

TOP TIP:

Review and hide any Facebook photo uploads, albums and tagged photos you wouldn't want to become public.

Step 4: Get in the know

Facebook's mission is to make the world more open and connected, therefore it is very hard (if not impossible) to close off your profile, comments, likes and photos from the public. These steps are the basic privacy steps.

Learn more about how Facebook connects content from you and other people together, alongside further privacy settings at www.facebook.com/about/basics