

# Top Facebook Privacy Settings

This document describes important settings on Facebook to help you protect your privacy. Bear in mind that Facebook is a powerful interactive tool with significant and often complicated sharing capabilities. Also, Facebook often changes its privacy policies and practices. So, **you should not share sensitive, private information on Facebook**. Still, there are steps you can take to help protect your privacy for the information you *do* share on Facebook.

## THE LION'S SHARE OF PRIVACY SETTINGS: CATEGORIZING WHO CAN SEE AND DO WHAT

- **The Core Privacy Settings**

Most important Facebook privacy settings come down to deciding which specific people, or groups of people, can see your posts, search for you, or add to your own Facebook page. Facebook sets defaults in these categories to “Friends” or “Friends of Friends” or sometimes “Everyone.”

Consider each default and act. Determine if you are comfortable with each default. Your choices are:

- Keep the default
  - Change to another Facebook-provided alternative
  - Change to a Friends List that you create, for example “Close Friends,” “Work Friends,” or “Neighbors.”  
Note: To create a Friends List, start at your Facebook home page, hover over “Friends” and then click the “More” button just to the right. Then click on “Create a List” and start making lists that work for you.
- **Where and How Do I Do This?** There are many places to set these choices. Click on options like “custom” or “lock” symbol or “edit” or a “globe” symbol to keep or change privacy settings in:
    - Your Profile – On your own Facebook Timeline page, click on “About” or “Update Info.”
    - Privacy Settings Page – On any page, click on the drop down menu next to “Home” in the upper right hand corner and then on “Privacy Settings.” Work through the choices on the “Privacy Settings and Tools” page AND on the “Timeline and Tagging” page, available by clicking on the left hand bar.
    - Individual Posts -- For each individual post you make, look for the lock sign and choose your audience.

## THERE'S MORE: OUR TOP “OTHER PRIVACY SETTINGS” PICKS

- **Public Searches.** On the “Privacy Settings and Tools” page, turn off the “search engines” function to prevent a website search of you from producing your Facebook timeline.
- **Location and Tagging.** The only control that Facebook allows you in tagging and “check ins” (location information) is what appears on *your* timeline and *your* posts. To use this option, click on “Privacy Settings” page and “Timeline and Tagging” and “enable” the “review” options.
- **Block Lists.** On the “Privacy Settings” page, click on “Blocking” and set your desired options.
- **Your Friends’ Apps Taking Your Info.** On the “Privacy Settings” page, click on “Apps” and work through choices under “Apps you use” and especially “Apps others use.”
- **Facebook Ads.** On the “Privacy Settings” page, click on “Ads.” Set your available options to “No one” for the most privacy protective approach.
- **Security.** On the “Privacy Settings” page, click on Security and enable “Secure Browsing.” You should also consider using “Login notification” or “Login Approvals”.

Facebook changes its terms of use and privacy practices often. Read up on and talk about Facebook privacy to make sure that the choices you make are thorough and do what you want them to do!