Social Media Privacy Settings

This document will help you define privacy settings for your personal social media pages. Please refer to web2/socialmedia for more information about our Social Media Policy.

FACEBOOK

Please notes that screen grabs are from Desktop not Mobile

From your home page the lock in the top right corner of your profile will lead to Privacy Shortcuts, from which you can control who sees your content, who can contact you and how you can stop someone from bothering you.

Clicking on Who can see my stuff? will allow you to choose who can see your future posts, where you can review your posts and posts that you’ve been tagged in, and see what other people see on your page.
Clicking on **Who can contact me?** will let you choose who can send you friend requests.

Clicking on **How do I stop someone from bothering me?** will allow you to block another user. Blocking somebody means that they will no longer be able to find or contact you on Facebook.

Click on **See More Settings** to reach the full set of Privacy Settings that you can edit and set to your satisfaction. See the next page for more details.
The Privacy Settings and Tools page allows you to choose who can see your posts, who can contact you and who can look you up with your email or phone number. You can update these settings by clicking on the Edit buttons located on the right right of the page.

The Timeline and Tagging page will allow you to choose who can add things to your timeline, who can see things on your timeline and how to manage posts you are tagged in.
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From the home screen click on your user icon in the top right corner, and click the Settings tab.

Click on Security and privacy on the left rail to access your privacy settings.

At the top of the page within Security and Privacy are your Security settings: Login verification, Password reset and Logging in with a code.
As you scroll down, there are **Privacy settings**. These allow you to choose:

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<td>Here you can choose whether or not you want to receive Direct Messages (also known as Private Messages) on Twitter</td>
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**Privacy**

- **Photo tagging**
  - Allow anyone to tag me in photos
  - Only allow people I follow to tag me in photos
  - Do not allow anyone to tag me in photos

- **Tweet privacy**
  - Protect my Tweets
  
  If selected, only those you approve will receive your Tweets. Your future Tweets will not be available publicly. Tweets posted previously may still be publicly visible in some places. Learn more.

- **Tweet location**
  - Add a location to my Tweets
    
    When you tweet with a location, Twitter stores that location. You can switch location on/off before each Tweet. Learn more
    
    **Delete location information**
    
    This will delete location labels you have added to your Tweets. This may take up to 30 minutes.

- **Discoverability**
  - Let others find me by my email address
  - Let others find me by my phone number
  
  This setting will take affect once you add a phone number. Add now
  
  Learn more about how this data is used to connect you with people.

- **Address book**
  - Manage your contacts
  
  Contacts you’ve uploaded to Twitter from your address book.

- **Personalization**
  - Tailor Twitter based on my recent website visits
  
  Learn more about how this works and your additional privacy controls.

- **Promoted content**
  - Tailor ads based on information shared by ad partners.
  
  This lets Twitter display ads about things you’ve already shown interest in.
  
  Learn more about how this works and your additional privacy controls.

- **Twitter for teams**
  - Allow anyone to add me to their team
  - Only allow people I follow to add me to their team
  - Do not allow anyone to add me to their team
  
  Organizations can invite anyone to Tweet from their account using the teams feature in TweetDeck. Learn more.

- **Direct Messages**
  - Receive Direct Messages from anyone
  
  If selected, you will be able to receive messages from any Twitter user even if you do not follow them.

[Save changes]
Click the gear icon in the top right corner to access your Options menu, which allows you to:

- Find people to follow
- Edit your account preferences
- Edit settings such as notification and data usage
- Contact the Help Center

Scroll down to the Account tab. From here, you can turn the Private Account button on to make your Instagram account viewable to only people you have approved to follow you, or make your account public so anyone can see it

You can also change your password or add a Two-Factor Authentication for more security

A Two-Factor Authentication will send you a security code every time you log in to confirm your identity
Click on your user icon on the top right corner to access your profile. Then click the circle located next to the pencil icon to open your account Settings.

Th Account Basics page allows you to update your email address, password, select demographic information and configure your account search privacy. Turning Search Privacy on will hide your profile from search engines (ex: Google).

While you can’t completely hide your active account, you can use secret boards to keep all of your Pins hidden from other users.

Click the Edit button under the board that you want to edit.

From here, you can choose to make that board Secret. This means that the only people who will be able to view that board and its Pins are you and people you invite.
From your Homepage click your user icon in the top right corner, and click the Privacy and Settings tab.

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### Profile privacy

**Edit your public profile**
Choose how your profile appears in search engines

**Who can see your connections**
Choose who can see your list of connections

**How You Rank**
Choose whether or not to be included in this feature

**Viewers of this profile also viewed**
Choose whether or not this feature appears when people view your profile

**Sharing profile edits**
Choose whether your network is notified about profile changes

**Profile viewing options**
Choose whether you’re visible or viewing in private mode

**Notifying connections when you’re in the news**
Choose whether we notify people in your network that you’ve been mentioned in an article or blog post

From the Privacy tab, you can choose: how your profile appears to the public, who can see your connections, how you view other profiles.
As you scroll down, you can also visit the following sections to choose:

**Blocking and Hiding**
Choose who can follow you

**Data Privacy and Advertising**
How you want your account data to be used

**Security**
Set up a two-step verification to add more security
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Click your user icon in the top right corner, and click the gear icon

Click the Privacy tab to access your channel’s Privacy settings

In Privacy settings, you can choose: whether to have your liked videos and playlists private or public, to keep your subscriptions private or public and also how to utilize your Activity Feed

When you upload videos, click the “Public” tab under Select files to upload, and you can choose to make your video: Public, Private (only you can access it), or Unlisted (those with the link can access it)

Questions? We’re happy to assist. Please contact:

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