

Useful Facebook Tools

Safety check

If enough people in an area affected by a crisis (E.g. Earthquake) post about an incident, Facebook's **Safety Check** is activated. This allows you to let your friends know that you're safe.

Safety at Facebook

You can find all of Facebook's policies, tools and resources in one place: safety.meta.com

Here you can find information topics about **Safety Tools and Policies, Online Child Protection, Mental Health & Well-Being, Bullying & Harassment** and **Digital Literacy**.

Facebook are always updating their community standards. To see what is and isn't allowed you can read these here: transparency.fb.com/policies/community-standards/

Meta works with external partners and has a Safety Advisory Council (which includes partners of the UK Safer Internet Centre) to gather feedback from their community to develop everything needed to keep you safe.



How to manage Friend Lists

Think about creating 'custom lists' in order to share different information with your chosen audiences. You will have a choice of Restricted, Acquaintances and Close friends lists, as well as the option of creating another list.

To create a custom friend list, you should log in to Facebook on a computer.

How to create Custom Lists

- On your feed, click **Friends** in the left menu, scroll down and select **Custom lists**
- Then select **Create List**
- Write in a name for the list and click **Confirm**
- Select **Add Friends** and enter the names of friends you would like to add
- Select **Save**

The new list will now be an option when you add friends to lists.



Organise Lists

- Choose a Friend List
- Click **Add/Remove** button (Top right)
- Untick a friend to remove
- Click on people you want to add to the list
- Click **Save** button



Take control of your Apps and Games!

Control your Applications

To remove an app or game, turn it off, or adjust the privacy settings:

- Click your **Profile Picture** on the top right of your Facebook page
- Select **Settings and Privacy**, then click **Settings**. Click **Apps & Websites**
Then either:
 - Select the app, game or website you'd like to remove and click **Remove** or
 - Select the app, and adjust its settings and the information you choose to share with it



Once you've removed an app, game or website, it should no longer post to your timeline. You can also control the **game & app notifications**. Here you can choose which apps, games or websites are linked to your Facebook account and adjust settings for these.

Blocking App invites from friends

- Click on your **Profile Picture** and select **Settings and Privacy**
- Select **Settings**
- Click **Blocking** in the left menu
- In the **Block app invites** section, enter the name or email address of the person you want to stop receiving app invites from

Friends will not be notified when you block app invites from them.



Contacts and Help

Facebook Help Centre:
facebook.com/help

Facebook Anti-Bullying Hub:
<https://about.meta.com/actions/safety/topics/bullying-harassment>

Facebook Privacy Basics:
<https://about.meta.com/actions/safety/topics/safety-basics/tools/privacy>

UK Safer Internet Centre:
saferinternet.org.uk

Professionals Online Safety Helpline:
saferinternet.org.uk/professionals-online-safety-helpline

Report Harmful Content:
reportharmfulcontent.com

SWGfL:
swgfl.org.uk

This leaflet was created by SWGfL as part of the UK Safer Internet Centre in collaboration with Facebook. Pick up a copy of this checklist along with other online safety materials on the SWGfL Store: swgflstore.com



facebook
Privacy & Safety Checklist

Privacy settings

Be in control

Check your privacy settings: Click on your **Profile Picture** in the top right corner of Facebook, and select **Settings and Privacy**. Scroll down to **Audience and Privacy**, and adjust your settings to control who can see what you share on Facebook.

Facebook's privacy settings help you control who can see your stuff on Facebook and how you connect with other people. To find out more, check out the **Privacy Centre** here: [facebook.com/about/basics](https://www.facebook.com/about/basics)

Consider the amount of information you want to share with different people. Do you want to share the same things with your work colleagues as your friends?

Facebook Live is another way to share what's happening with your friends. Videos on Facebook Live are streamed live to Facebook at the point of recording, so it is extra important to make sure you are sharing it with your intended audience. You can choose to share your Facebook Live with all of your friends, publicly, or with a group you have created.



Who can see my content?

Consider only letting your **"Friends"** see everything.

Remember that when tagging is involved, you need to be mindful that often 'friends of friends' can also see who and what you tag. For up-to-date tagging info, visit: <https://www.facebook.com/help/124970597582337/>

Who can see your posts?

Facebook has privacy controls so you can set your audience to: **Private, Friends, Friends of Friends, Public**, and your custom **Lists** before you post a status update. The **Activity Log** is only visible to you. This tool makes it easier for you to review your posts and make changes to the audience of past content.

You can check out what your timeline looks like to the public by using the **View As** tool. Visit your profile and select the ellipses (...) under your cover photo. Select **View As** under your **Profile Settings**.

Keep an eye on your timeline

- Click the ellipsis (...) on your cover photo
- Select **Review Posts and Tags**
- Click on **Review posts you're tagged in** and review who you would like to view tags from



Ensure you can't be found in a public web search

- Select **Settings and Privacy** and then click **Settings**
- Select **Privacy Settings**
- Scroll down to **How people find and contact you?**
- Find **Do you want search engines outside of Facebook to link to your profile?**
- Click **Edit** and remove tick from the box



How can I change the Ads I see?

Meta's **Accounts Centre** can be used to find out more information about how ads are presented to you. Access your **Settings** and find **Ad Preferences** on the left hand side. Here you'll be able to adjust your ad settings and see your recent ad activity.

Changing your preferences

To understand why you're seeing a particular ad:

- Click the ellipsis (...) in the right hand corner of the ad
- Select **Why am I seeing this?**



To hide ads that you don't want to see:

- Click the ellipsis (...) in the right hand corner of the ad
- Select **Hide Ad**
- Fill in the form that follows to help Facebook understand which ads you do and don't want to see
- Even after making changes, you might still see ads that seem related to things you removed. E.g. You may see an ad if it's broadly targeted in a town or city
- You can also report the ad if you think it goes against community guidelines

You can find out more about Facebook Adverts and how to **Manage your Advert Preferences & Settings** here: <http://on.fb.me/1kjXBwn>



Privacy settings

Report abuse to Facebook

If you feel that you are being bullied or are experiencing harm on Facebook, you can report it on the site using the ellipsis (...) in the corner of any post and selecting **Report post**.



To learn more about reporting go to [facebook.com/help](https://www.facebook.com/help) and type **Reporting** in the **ask a question** box.

Remember to take evidence (such as screenshots) and block abusive users by clicking the ellipsis (...) on the front of their **Timeline** and selecting **Block**. Blocking someone means they will no longer be able to contact you on Facebook.

You can track progress of your reports using the **Support Inbox**, which will also alert you when a decision has been made about your report. You can find this by clicking your **Profile Icon** (top right) selecting **Help and Support** and selecting **Support Inbox**. If content isn't removed, the reporter will be told why.

Reporting features remain the same across all devices.

How do I deactivate my account?

How do I deactivate my Facebook account?

If you deactivate your Facebook account, your timeline will not be erased, but temporarily suspended. No one will be able to find your account and it will no longer appear in Friends lists.

Deactivate your Facebook account through Accounts Center

- Click your **Profile Picture** in the top right of Facebook



- Select **Settings & Privacy**, then click **Settings**
- Click **Accounts Centre** at the top left of your screen
- Click **Personal details**, under **Account Settings**
- Click **Account ownership and control**
- Click **Deactivation or deletion**
- Choose the account or profile you want to deactivate
- Select **Deactivate account**

Deactivate your account through your Facebook Settings if you don't have access to the new Pages experience.

- Click your **Profile Picture** in the top right of Facebook
- Select **Settings & privacy**, then click Settings
- Click **Privacy**, then click **Your Facebook Information**
- Click **Deactivation and Deletion**
- Choose **Deactivate Account**, then click **Continue to Account Deactivation** and follow the instructions to confirm

All data and information in the account will be kept and can be reactivated at any time.

If you want to permanently delete your account, you can learn how to do so here: <https://www.facebook.com/help/224562897555674>

