LANCASTER TRAINING SERVICES LTD

Recommendations for safer Social Networking

Your Safety

ID fraudsters target Facebook and other social networking sites to harvest information about you. Currently Facebook access is non-restricted at LTS but we want you to be safe, so here's how we recommend you set your Facebook privacy options to protect against online identity theft or unwanted contacts.

Security tips for Facebook

Adjust Facebook privacy settings to help protect your identity. Unlike some other social networking sites, Facebook has provided some powerful options to protect you online - but it's up to you to use them!

Read the Facebook Guide to Privacy

At the very bottom of every page on Facebook, there's a link that reads "*Privacy*." The linked page is "A guide to privacy on Facebook," which
contains the latest privacy functions and policies. For example, with the latest changes in Dec 2010, Facebook discloses information that it sets as visible to everyone and that you cannot make private. This information includes sensitive information like your name, profile picture, gender and networks.

Think carefully about who you allow to become your friend

Once you have accepted someone as your friend they will be able to access any information about you (including photographs) that you have marked as viewable by your friends. You can remove friends at any time should you change your mind about someone

Show "*limited friends*" a cut-down version of your profile

You can choose to make people '*limited friends'* who only have access to a cut-down version of your profile if you wish. This can be useful if you have associates who you do not wish to give full friend status to, or feel uncomfortable sharing personal information with.

Disable options, then open them one by one

Think about how you want to use Facebook. If it's only to keep in touch with people and be able to contact them then maybe it's better to turn off the bells and whistles. It makes a lot of sense to disable an option until you have decided you do want and need it, rather than start with everything accessible. If you need more help you can contact a member of the IHT team or go to this website: www.sophos.com/security/best-practice/facebook