

Facebook.

Facebook is a website and mobile app for connecting with friends and family, finding events and new groups to join, and even keeping up to date with the news. In recent years it has expanded massively, becoming an online marketplace, payment service, and gaming platform. The site is overwhelmingly popular, with over 2.4 billion registered users in 2018.

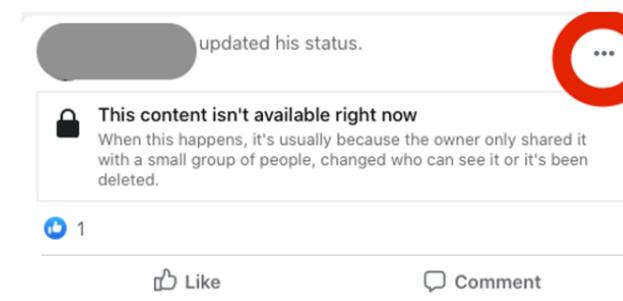
However, Facebook is not without its controversies. In previous years there have been several cases of voter manipulation, for example the Cambridge Analytica scandal around the Brexit referendum and the 2016 US Presidential election. This was possible because Facebook collects a lot of data from its users for the purpose of targeted advertising, raising significant privacy concerns.

As with any social media platform, there are bad actors who may try to spread hatred and disinformation. There are ways to prevent this, primarily through reporting and blocking offending accounts. Below you will find a series of steps you can follow in order to create a safer and more honest online environment for yourself and all of us!

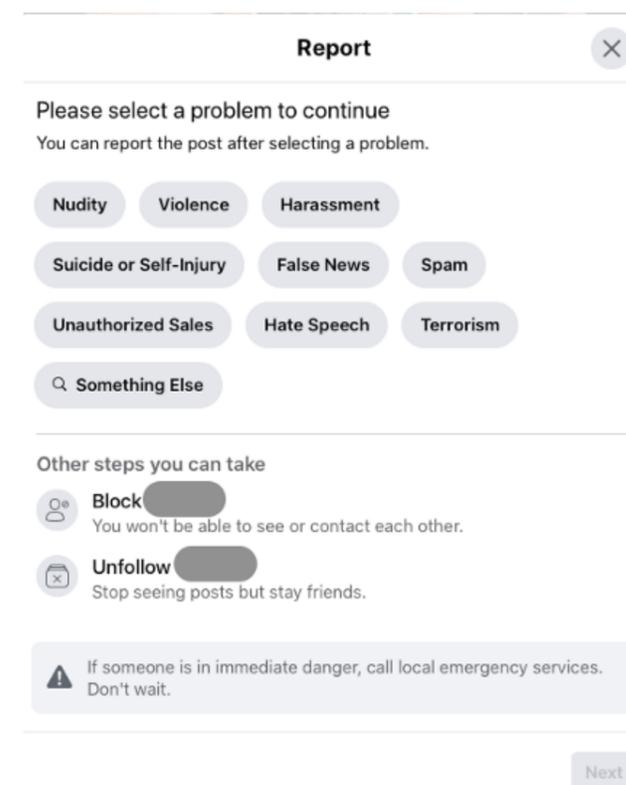
Note: Please be aware that these screenshots may not appear the same on different devices!

Posts

If you see a post you don't think should be on Facebook, for example, if it contained racism, then you should locate the three right dots which is normally situated at the top right of the post. See the screenshot below.



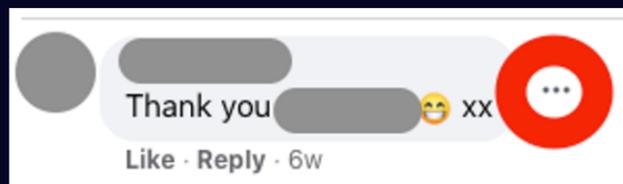
After clicking the 3 dots a small menu will appear. Select the "Find support or report post" option. Next you should see the following screenshot.



Choose the options you think best relate to the post you have reported. You will also be given the option to block or unfollow the user that you have reported. Do this at your own judgement!

Comments

To report a comment, once again look for the three dots which are normally located to the right of the comment. See the screenshot below.

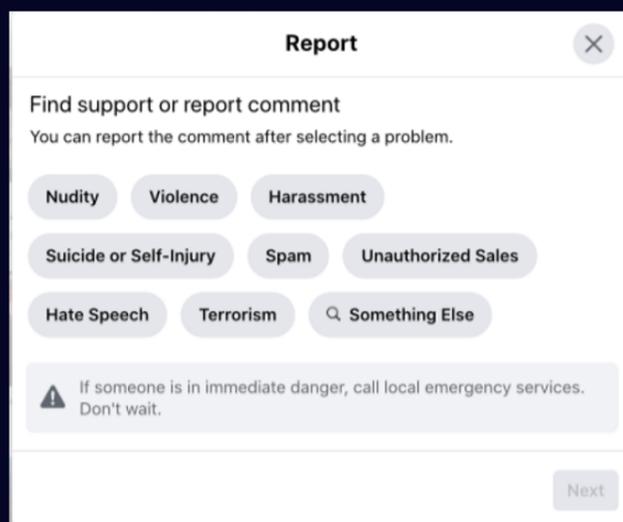


You will be presented with two options which are as follows:

1. Hide Comment
2. Give feedback or report this comment

Note that option 1 "Hide Comment" will only hide the comment from your screen and WON'T report it to Facebook!

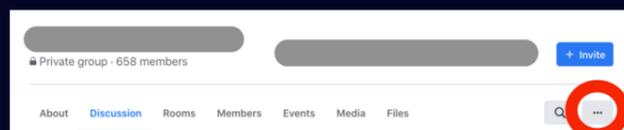
If you select option 2, you should be presented with the following screenshot.



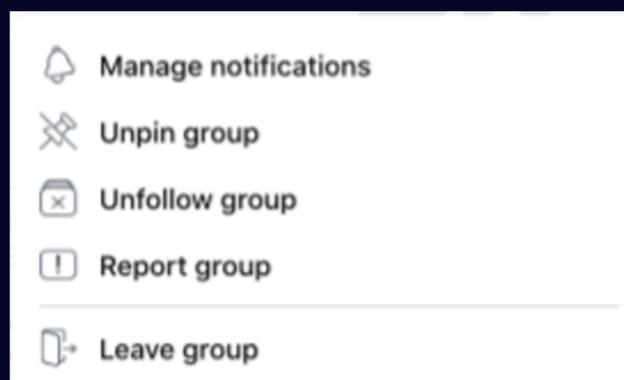
Once you have selected your option, you will have the opportunity to either block or remove the person you have reported as a friend.

Groups

If you are in a group that you believe is participating in malicious social media practices, you can also report these groups to Facebook. In your group, locate the 3 dots which can be found in underneath the banner photo on the right-hand side of the screen. Please see the screenshot below for reference.

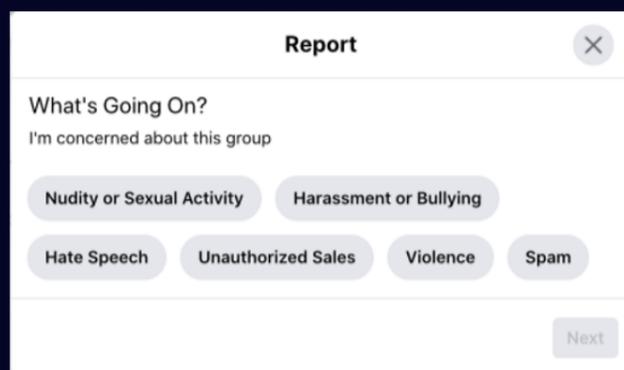


Upon clicking the three dots, you should be shown the following menu.



If you wish to simply leave the group, you can choose "Leave group". Alternatively, you can choose "Unfollow group" to see less of their posts on your Facebook timeline.

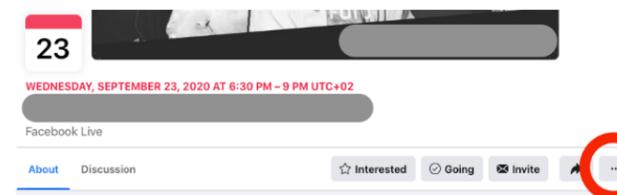
Additionally, you can choose to "Report group". If you choose this option you will be shown the following menu.



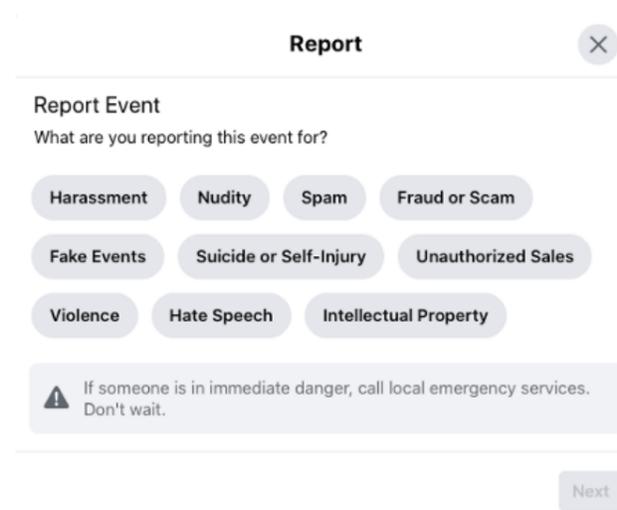
Please select the following option which you believe best suits the group you are reporting.

Events

To report an event, click the 3 dots located at the right-hand side of the screen under the banner photo. Please see the screenshot below for reference.



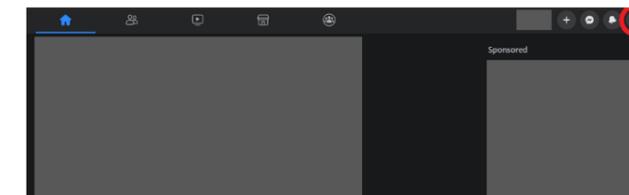
Upon clicking the 3 dots, you will be presented with 3 options. Choose "Report event" which will show a prompt with the following options.



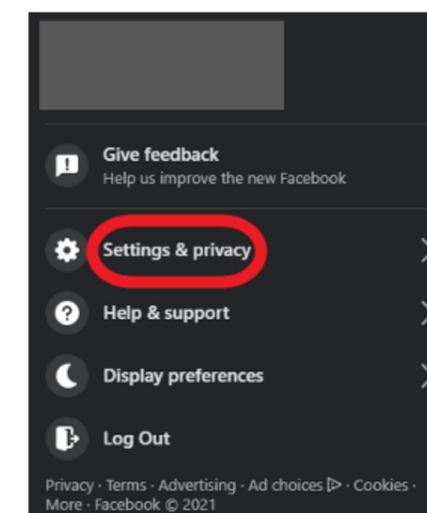
Select the options which you believe relates to the event. You will have the opportunity to block the event organiser if you wish to do so!

Privacy

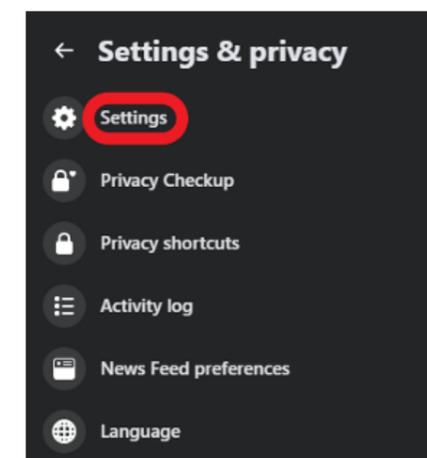
Facebook offers a wide range of privacy management options. To access these from the desktop, select the downward pointing arrow in the top-right corner.



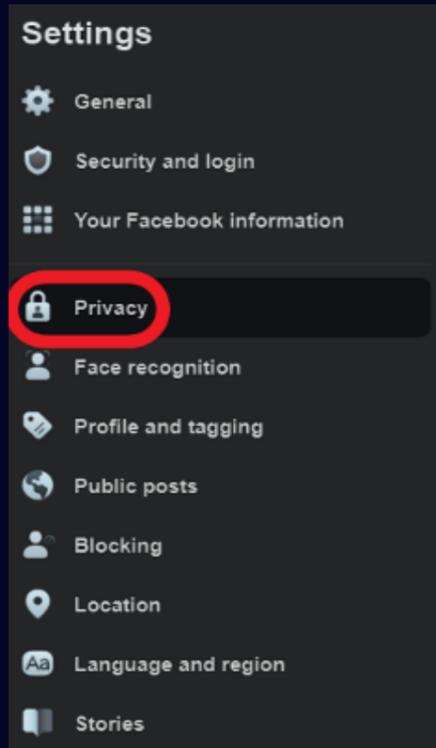
Then select "Settings and privacy" from the drop down menu.



And "Settings".



Then select "Privacy" from the left sidebar.



This gives you access to a range of privacy options.

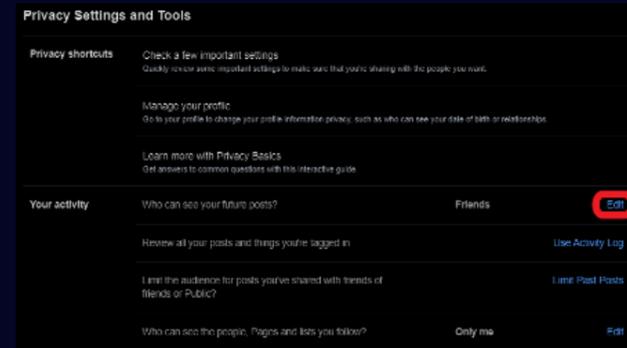
Profile

Selecting "Manage your profile" allows you to change what information others can see about you.

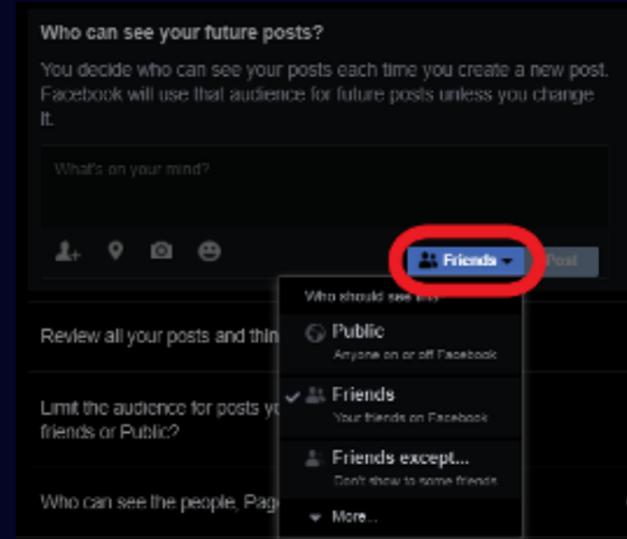


Post Visibility

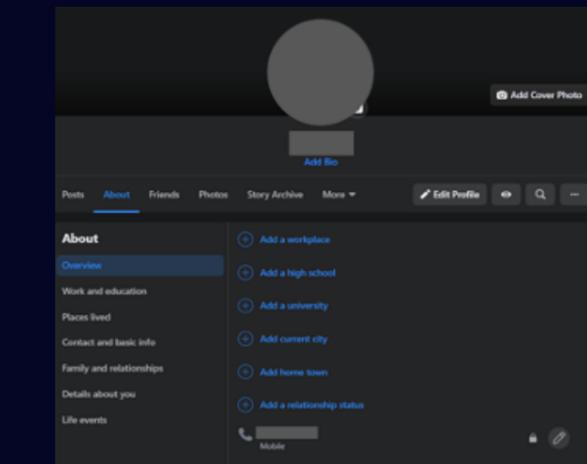
To manage who can see your posts, select "Edit" next to "Who can see your future posts?" from the Privacy menu.



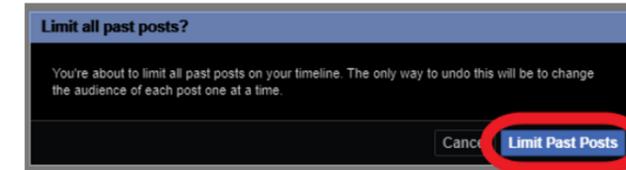
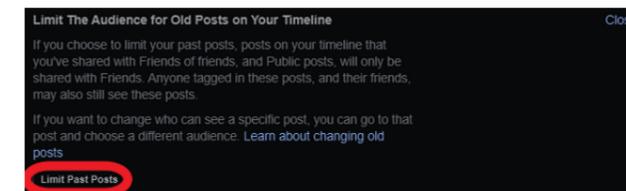
Selecting the drop-down box allows you to choose who will see your future posts. You can make this completely public (Anyone online, with or without a Facebook account), Only your Facebook friends, or a custom list of people. Selecting "More" will give you more options, such as "Only me".



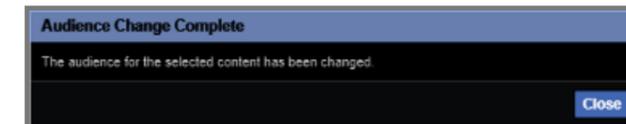
Note that this will only apply to posts made after these changes. To apply these settings to previous posts, select "Limit Past Posts".



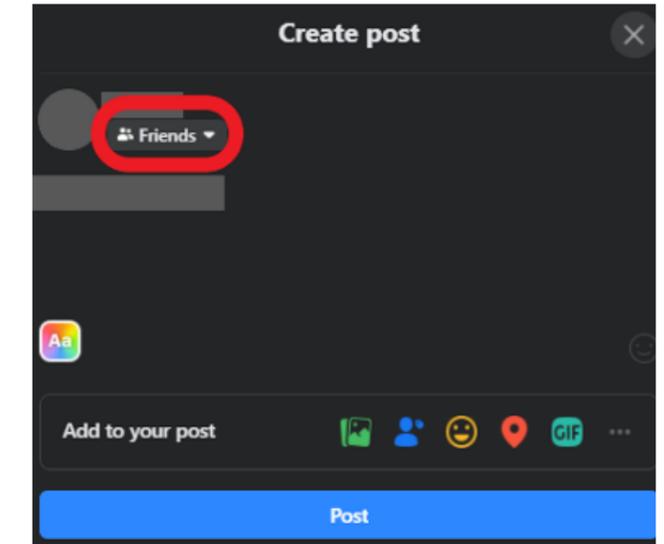
From the drop-down, select "Limit Past Posts" and repeat in the pop-up.



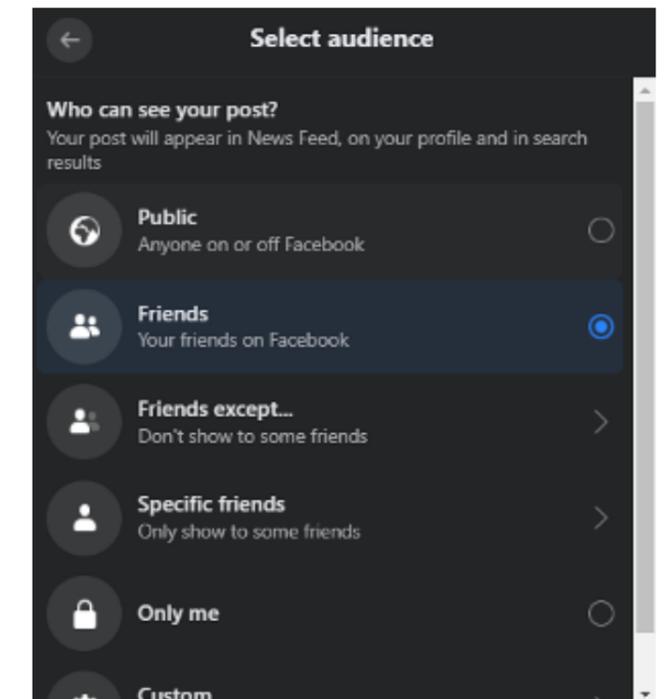
This will apply your new settings to your previous posts.



To change the visibility of individual posts, either when posting or editing after posting, select the dropdown menu at the top of the window.



This will take you to a menu allowing you to change the audience of this individual post.



Discoverability

The “How can people find and contact you” section of the Privacy menu gives you a variety of options to manage how people can find you on Facebook. Select “Edit” next to each option to change your preferences.

| How people can find and contact you | Who can send you friend requests? | Friends of friends | Edit |
|---|-----------------------------------|--------------------|------|
| Who can see your friends list? | Only me | | Edit |
| Who can look you up using the email address you provided? | Only me | | Edit |
| Who can look you up using the phone number you provided? | Only me | | Edit |
| Do you want search engines outside of Facebook to link to your Profile? | No | | Edit |

Profile and tagging

To manage your tagging options, select “Profile and tagging” from the Settings sidebar.

| Profile and tagging | | | |
|---------------------|--|---------|---------|
| Viewing and sharing | Who can post on your profile? | Only me | Edit |
| | Who can see what others post on your profile? | Only me | Edit |
| | Allow others to share your posts to their story? | Off | Edit |
| Tagging | Who can see posts that you're tagged in on your profile? | Friends | Edit |
| | When you're tagged in a post, who do you want to add to the audience of the post if they can't already see it? | Friends | Edit |
| Reviewing | Review posts that you're tagged in before the post appears on your profile? | Off | Edit |
| | Review what other people see on your profile | | View As |
| | Review tags that people add to your posts before the tags appear on Facebook? | Off | Edit |

Downloading your data

Under GDPR, you are entitled to view all data an organisation stores about you if you request it. To view the data Facebook stores about you, select “Your Facebook information” from the Settings sidebar .

| Settings | |
|----------------------------------|--|
| General | |
| Security and login | |
| Your Facebook information | |
| Privacy | |
| Face recognition | |
| Profile and tagging | |
| Public posts | |
| Blocking | |
| Location | |
| Language and region | |
| Stories | |

You can then choose to access your information in the browser, or request an archive to be downloaded.

This shows you a variety of options to manage who can post on your profile and tag you in posts. Select “Edit” next to each option to change it. You can also choose to view your profile as other people see it.

Your Facebook information

| | | |
|--|---|------|
| You can view or download your information and delete your account at any time. | | |
| Access your information | View your information by category. | View |
| Transfer a copy of your photos or videos | Transfer your photos or videos to another service. | View |
| Download your information | Download a copy of your information to keep or to transfer to another service. | View |
| Activity log | View and manage your information and some settings. | View |
| Off-Facebook activity | View or clear activity from businesses and organisations that you visit off Facebook. | View |
| Managing your information | Learn more about how you can manage your information. | View |
| Deactivation and deletion | Temporarily deactivate or permanently delete your account. | View |

Sources

<https://www.facebook.com/about/basics/manage-your-privacy>

<https://www.theguardian.com/news/2018/mar/17/cambridge-analytica-facebook-influence-us-election>

<https://www.nytimes.com/2018/03/17/us/politics/cambridge-analytica-trump-campaign.html>



Scottish Business Resilience Centre

 Oracle Campus
Blackness Road
Linlithgow
West Lothian
EH49 7LR

 01786 447 441

 enquiries@sbrcentre.co.uk

 www.sbrcentre.co.uk

 @SBRC_Scotland

A Company Limited by guarantee and registered in Scotland
No. SC170241 | VAT Registration Number: 717 2746 27