

## Applying privacy settings to your social media profiles

The following information supports the advice given in the Volunteers Handbook.

### Facebook

1. Set posts and personal information to be visible to friends only
  - a. When logged in, click on your Privacy Shortcuts link (padlock icon), on the top right of the page.
  - b. Click on the Privacy Checkup option, which will walk you through the process.
  - c. Under step one, choose 'friends only' to see your posts.
  - d. Step two covers any apps you have installed – make the changes you want, or simply click next.
  - e. Step three covers your profile information. Each section has a drop down menu next to it where you can select who can see that particular information. Set these to friends, or as desired.
  - f. Click Finish.
  
2. Create a restricted friendship list and add young people to it
  - a. Click on the 'Friends' link on the tab along the top of your profile.
  - b. Click on the 'Friends' box to the right of any of your friends - this will bring up a list of all of your friendship lists.
  - c. Click 'Add to another list...'
  - d. Click '+ New List...'
  - e. In the text box that opens up, type the name of the list that you would like to create, i.e. 'SU Scotland YP'
  - f. Click in the text box when you have typed the name, and this will place a tick to the left of the new list.
  - g. Young people can be added to this list by clicking on the 'Friends' box to the right of their name, and clicking on the name of this list so that there is a tick to the left of it. Clicking again will remove the tick and remove the friend from this list.
  - h. Young people should also be added to the 'Restricted' list.
  
3. Set posts to be viewable by young people
  - a. When making a post on your wall, click in the box to add text – this will bring up the grey bar across the bottom of the status update.
  - b. To the left of the blue 'Post' button you will see text stating who the post will go to. This should read 'Friends'.
  - c. If you want the post to be visible to SU Scotland young people that you are friends with, click the downward arrow on the right-hand side of the text and select 'Custom'. Under the 'Share this with' box start typing the name of your list, i.e. SU Scotland YP. It will appear as an option for you to select. Remember to save changes.

## **Twitter**

1. Privacy settings to make your account private
  - a. Once signed into your Twitter account, click on your profile icon at the top-right of the screen and select 'Settings' from the drop-down list.
  - b. Go to the 'Security and privacy' tab
  - c. Under Privacy, select the option 'Protect my Tweets'.
  - d. Save the changes

## **Instagram**

1. Privacy settings to make your account private
  - a. Once signed into your Instagram account, click the hamburger button in the top right corner and select 'Settings & Privacy'.
  - b. Select 'Account Privacy'
  - c. Click the toggle button to make your account private.