

3-9 MAY 2009

# Privacy Awareness Week

Tuesday 5 May 2009

## Tip of the day

Many public sector employees have social networking pages, particularly Facebook pages. Make sure you set privacy settings on Facebook so that only people you trust can see your personal information. In the top right hand corner there is a menu for 'Settings', which allows you to select 'Privacy Settings'. Make sure all the settings under 'Profile' are set to 'Only Friends'. Also, make sure the settings under 'Search' are set to appropriately restrict information you want complete strangers to be able to access. Note that if you check the box under 'Public Search Listing' on the 'Search' settings page, your Facebook listing will be found by a Google search.