

PROTECTING ONLINE PRIVACY

Be Smart on Social Networks



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保障·尊重個人資料
Protect, Respect Personal Data

WHEN YOU REGISTER FOR SOCIAL NETWORKS



Read the privacy policy

Find out from the privacy policy about how the social network will handle personal data you provide for registration purpose or subsequently share/post on the network.

Avoid providing excessive personal data

When you create an account, consider the genuine need to provide each piece of personal data and whether supply of the data is obligatory (e.g. why should you provide your date and month of birth, as opposed to your year of birth, when the social network only wants to impose an age limit on users?).

Use different email addresses to register

If you want to prevent others from collating information about you from different social networks, consider using different email addresses to register for accounts in different names. People may easily track you down if you register using the same email address or account name across multiple sites.





Know how the social network works

Make sure you understand how the social network's data sharing works before posting your data.

Find out how your personal data will be shared

Find out if you can create different groups of friends so that you can limit the posted information that each group can see on social networks.

Keep checking the privacy setting pages

Some sites often change their privacy settings. Regularly check the privacy setting pages to see what kinds of personal data are being shared and how.

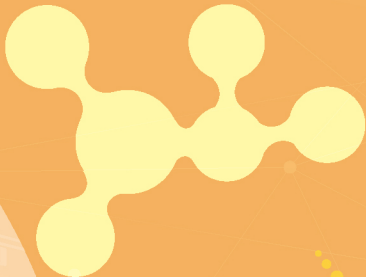
Do not "friend" people you do not know

You should not accept people you do not know, or are unsure of, as your friends.



Be cautious about third-party applications

Third-party applications (such as add-on games) in some social networks have different privacy settings and may access different types of personal data from your profile, and pass the data to third parties. Make sure you understand the implications before accepting any applications.



YOUR PERSONAL DATA WILL GO PUBLIC



There is no simple 'delete' button once your personal data is disclosed online

Once disclosed online, your personal data may be copied or kept permanently, and you will no longer have control over who can read it. Do you want any information, that you may regret later, to be available online forever for all to read?

Are your postings "future-proof"?

Think what may happen if someone in the future find copies of messages or pictures you post today that you no longer have control of (e.g. for youngsters, your potential employers or university admission officers).

A picture tells a thousand words

Pictures may be embarrassing or contain information you do not intend to share (e.g. company logo in the background or uniform that identifies where you work/study, name tags or tickets that may show your name, etc.).

Treat others the way you would like to be treated

You should seek permission from others before posting their pictures or identifying them in your post (e.g. posting embarrassing pictures of others may have long-term adverse effect on them that could not be predicted initially).

Others may find ways to collate all the information about you without you knowing

Even if you leave only fragmented information about yourself in each site, collectively you may have left a lot of information about you. This could facilitate others to snoop and expose your identity.

Social networks are not entirely virtual

If you leave too much information of yourself or your friends (such as your whereabouts), people could trace or identify you in the physical world.

Bear in mind the possibility that people may copy and redistribute your comments to other open social networks without you knowing

You may think that you are sharing your comments only to a group of close friends but there is a possibility that they may copy and redistribute your comments without you knowing, causing embarrassment.

Don't be too trusting of auto-deletion functions

Some social networks may promise auto-deletion of messages or photos you share. Don't be too trusting of such technology as it may be faulty or bypassed by recipients.



**Think before
you post!**



Keep close watch on your email account and smartphone address book

Social networks may ask you to enter your email accounts or synchronise your smartphone address book to find friends for you. They may import the entire address book from your account/smartphone to the social network, and undoing this arrangement can be difficult.

Make sure your anti-virus programme is up-to-date

Social networks provide convenient tools to get in touch with one another but are often full of malicious links or files. Your computer/smartphones should therefore be installed with the latest security updates for anti-virus programme and operating system.

Use new features with caution

Social networks provide test grounds for new ideas. Often privacy implications have not been fully considered. Use new features with caution and find out how to turn them off, if necessary, to protect yourself.

Remove unused accounts

Remember to remove accounts in sites that you no longer use to reduce the fragmented information you leave on the Internet. Keep a list of accounts you have created so that you can remove them later, if necessary.

If you don't verify, you may be victimised

As it is difficult to verify information provided by others on the Internet, including their identities, you should think twice before clicking on a link that may appear to be sent from service providers, meeting others you get to know on the Internet, or acceding to requests for information, money or help.





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