

## PRINTABLE GUIDE

# Review what you share online

Your digital footprint is the information about you available online. It can include your posts, profile details and things other people share. Privacy settings help you control an audience, but copies and screenshots can still travel beyond it.

Phone or computer | 2 min read | 5 steps

## Before you start

- ☐ Choose one account to review first.
- ☐ Use its genuine app or website and keep recovery details available.

### 1. Look at your public profile

Use the service's public-view option if offered. Check your address, birthday, workplace, phone number and other details. Remove information strangers do not need.

- ☐ Done this step

### 2. Choose a posting audience

Open the account's privacy controls and check who can see new and existing posts. The control for future posts may not automatically change everything shared previously.

- ☐ Done this step

### 3. Review contacts and tags

Check friend or follower requests before accepting them. Look for settings governing tagging, mentions and who can contact you. Ask friends not to publish your personal details without permission.

- ☐ Done this step

#### 4. Check location and app access

Review whether posts reveal where you are or when your home is empty. In device settings, allow location access only as needed. Remove connected apps you no longer use.

☐ Done this step

#### 5. Protect the account itself

Use a unique password and two-step verification where available. Keep recovery information current. Revisit sharing settings after major app changes or when your circumstances change.

☐ Done this step

### Try it for yourself

Review one profile and remove one unnecessary piece of personal information.

☐ I tried the task.

### My notes

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#### Does making an account private erase old copies?

No. It can restrict access within the service, but others may already have saved or shared material. Think before posting details you would not want repeated.

### Official help and the online guide

NCSC social-media privacy guidance - <https://www.ncsc.gov.uk/guidance/social-media-how-to-use-it-safely>

Read online: <https://plaintechguides.com/guides/review-what-you-share-online/>