

Facebook Reporting Guide

Scottish Business Resilience Centre

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.

	updated his st	tatus.
	This content isn't availabl When this happens, it's usual with a small group of people, deleted.	le right now Ily because the owner only shared it changed who can see it or it's been
D 1		
	மீ Like	💭 Comment

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.

Report	×
Find support or report comment You can report the comment after selecting a problem.	
Nudity Violence Harassment	
Suicide or Self-Injury Spam Unauthorized Sales	
Hate Speech Terrorism Q Something Else	
If someone is in immediate danger, call local emergency service Don't wait.	ces.
	Next

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.

0	Manage notifications
\gg	Unpin group
$\overline{\times}$	Unfollow group
!	Report group
[]-∗	Leave group

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.

Report	×
What's Going On? I'm concerned about this group Nudity or Sexual Activity Harassment or Bullying	
Hate Speech Unauthorized Sales Violence	Spam
	Next

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.

23		
WEDNESDAY, SEPTEMBER 23, 2020 AT 6:	30 PM - 9 PM UTC+02	
Facebook Live		
About Discussion	☆ Interested ⊘ Going 🛽 Invite 🔺	

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

Report	×
Report Event	
What are you reporting this event for?	
Harassment Nudity Spam Fraud or Scam	
Fake Events Suicide or Self-Injury Unauthorized Sal	es
Violence Hate Speech Intellectual Property	
If someone is in immediate danger, call local emergency service Don't wait.	ices.
	Next

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!

Facebook.

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.

	Give feedback Help us improve the new Facebook	
•	Settings & privacy	>
?	Help & support	>
C	Display preferences	>
₽	Log Out	
Privacy More ·	y · Terms · Advertising · Ad choices ▷ · Cookies Facebook © 2021	

And "Settings".

÷	Settings & privacy
\$	Settings
A *	Privacy Checkup
A	Privacy shortcuts
Ħ	Activity log
	News Feed preferences
•	Language

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.

Privacy Settings and Tools



Post Visibility

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

Privacy Settings and Tools					
Privacy shortcuts	Check a few important settings Goodly review some important settings to make sure that you're sharing with the p				
	Náprago: your profile. Go to your profile to dampe your profile information privacy, such as who can see your date of bitth or reliationships.				
	Learn more with Privacy Basics Get answers to common questions with this interactive guide				
Your activity	Who can see your future posts?	Friends	Edt		
	Review all your posts and things you're tagged in				
	Limit the audience for posts you've shared with mends of fifends or Public?		Limit Past Pasts		
	Who can see the people, Pages and lists you follow?	Only me			

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".

Who can see your future posts?

You decide who can see your posts each time you create a new post. Facebook will use that audience for future posts unless you change it. What's on your mind? If Priceds Post Review all your posts and thin Erriceds Public Anyone on or off Pasebook Limit the audience for posts y

friends or Public?

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.

Limit The Audience for Old Posts on Your Timeline	Close
If you choose to limit your past posts, posts on your timeline that you've shared with Friends of friends, and Public posts, will only be shared with Friends. Anyone tagged in these posts, and their friends, may also still see these posts.	
If you want to change who can see a specific post, you can go to that post and choose a different audience. Learn about changing old posts	
Limit Past Posts	j
Limit all past posts?	
You're about to limit all past posts on your timeline. The only way to undo this will be to change the audience of each post one at a time.	
Cance Limit Past Po	sts

This will apply your new settings to your previous posts.

Audience Change Complete	
The audience for the selected content has been changed.	
Close	



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

	Create p	ost				×
* Friends •						
<u>a</u>						
Add to your post		*	٢	•	GI;	
	Post					

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	
	Who can see your friends list? Remember that your francis control who can see their herichtigs on their can traviase. If people can use your franchidg on another timeline, likey I be able to see it in these T seed, wanch and only process of Traviasion. If you are thin to first your or your can be able to ask to see your full timets int or your traview. Other people will only see mutual timets.	Only me	
	Who can look you up using the email address you provided?	Only me	
	Who can look you up using the phone number you provided?	Only me	
	Do you want search engines outside of Facebook to link to your Profile?	No	

Profile and tagging

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



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.

Profile and taggin	9		
Viewing and sharing	Who can post on your profile?	Only me	
	Who can see what others post on your profile?	Only me	
	Allow others to share your posts to their story?	Off	
	Hide comments containing certain words from your profile	0#	
Tagging	Who can see posts that you're tagged in on your profile?	Friends	
	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	
Reviewing	Review posts that you're tagged in before the post appears on your profile?	Off	
	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	

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.,



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

Your Facebook information				
You can view or download your information and delete your account a				
Access your information	View your information by category.			
Transfer a copy of your photos or videos	Transfer your photos or videos to another s			
Download your information	Download a copy of your information to ke another service.			
Activity log	View and manage your information and so			
Off-Facebook activity	View or clear activity from businesses and visit off Facebook.			
Managing your information	Learn more about how you can manage yo			
Deactivation and deletion	Temporarily deactivate or permanently dele			

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



at any time.	
	View
service.	View
ep or to transfer to	View
me settings.	View
organisations that you	View
our information.	View
ete your account.	View

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