

## Posts

Only you and your friends can post to your timeline. When you post something, you can control who sees it. When other people post on your timeline, you can control who sees it, using "Privacy Settings" then "Who can see the people, pages and lists you follow". In all cases, you should limit the audience to your friends only.

Before photos, posts and apps in which you are tagged appear on your timeline, you can approve or dismiss them by activating the option:

### Account Settings

### Timeline and tagging

### Validation

- Review tags people add to your posts before the tags appear on Facebook
- Review posts you're tagged in before the post appears on your timeline
- Select " Yes "

Even if you have been careful to adjust your privacy settings, you should still avoid posting any information of any kind about your presence in the courthouse. Never take photos or videos that could accidentally contain sensitive information, such as information presented on whiteboards or computer screens.

## Safe use of mobile devices

The following tips will help ensure your safety and the protection of your identity:

- avoid connecting to a public WiFi network in a public space; this can present a risk, since you know nothing about the operator's settings and security levels;
- avoid using easy, short or common passwords; instead, use phrases that include upper-case and lower-case letters, figures and special characters;
- avoid using the same password for different sites; if one site is hacked, your password cannot then be used to connect to other sites;
- activate your mobile device's automatic screen lock and protect it using a password or fingerprint;
- activate automatic updates for the operating system and apps on your device; devices with the most recent software updates are harder to hack;
- only download the apps you need, and that come from reliable sources; for iPads and iPhones, this means Apple's App Store; for Android devices, Google Play.

[www.justice.gouv.qc.ca](http://www.justice.gouv.qc.ca)

## GUIDE TO THE USE OF SOCIAL MEDIA IN COURTHOUSES

## Protecting your identity on your mobile device

The goal of this document is to make jury members, and all other people involved in a trial, aware of the steps they must take to use their mobile devices and social media safely. The same actions will help them limit the risk of disclosing personal data that could then be used for harmful purposes.

Protection for the identity of jury members is a fundamental principle of the judicial system in Québec and Canada. It ensures, in particular, that people are not subjected to intimidation or reprisals because of their jury service. However, this protection can be compromised by the use of a smartphone or tablet in the courthouse.

## Social media

The safest approach is to uninstall the Facebook application from your mobile device, along with all other similar social media applications. You should also avoid connecting to social media via the Web for the duration of the trial.

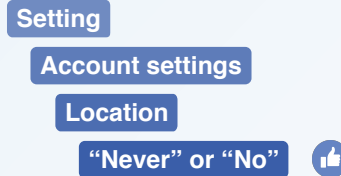
If you choose to keep the application, you should take the steps indicated below. **Please note that the instructions vary depending on the type of device, the operating system and the version of the application you use.**

## Location services

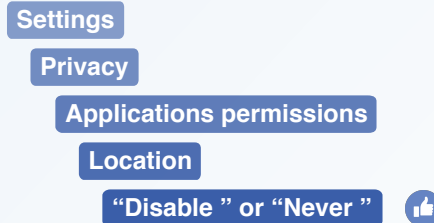
The location services installed on your mobile device allow social media such as Facebook to offer options based on your geographic location, for example to tag the location where you post content, send you targeted advertising, identify nearby businesses and Wifi access points, and offer the "Nearby Friends" feature. This information could, however, be used by another person to identify people sharing a location, such as people associated with the judicial system. As a result, you should deactivate location services by completing the following steps:

## For example, in the Facebook app:

- On an *iPhone* device:

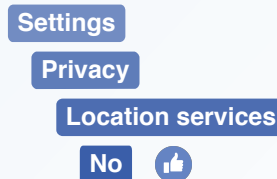


- On an *Android* device  
(*Samsung, LG, other*) :

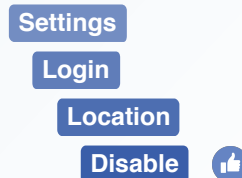


## In the settings for the mobile device:

- On an *iPhone* device:

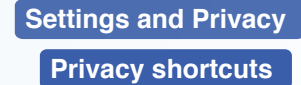


- On an *Android* device  
(*Samsung, LG, other*) :



## Facebook privacy settings

Facebook's "Privacy Checkup" feature allows you to review your privacy settings to establish who can see your posts and information from your profile. To go to the Privacy Checkup, click



You should limit the sharing of information to "Friends" or "Friends of friends".

In addition, you should review how much of your personal information is posted and who has access to it. This includes information on your job, your education, the places where you have lived, your family, your relationships, your contact information and other general information about you. Click "About" below your cover photo and, using the "audience selector" next to the information concerned, choose who it will be shared with. Once again, caution is advised. You must decide whether it is appropriate to share personal information with people you do not know.

