# Whatsapp Privacy Guide
Controls & settings guide

WhatsApp's privacy settings allow you to restrict who can see your child's messages and location. There are also ways to block delete or report users on the platform to promote internet safety and risk management.

# **1** **How to manage your privacy**

Help your teenager take control of internet safety by teaching them about WhatsApp privacy settings. They can control who can see their information, which can help support their wellbeing.

To manage privacy settings:

Step 1 – In the app, tap the **3 dots** in the top corner. Then tap **Settings** > **Privacy**.
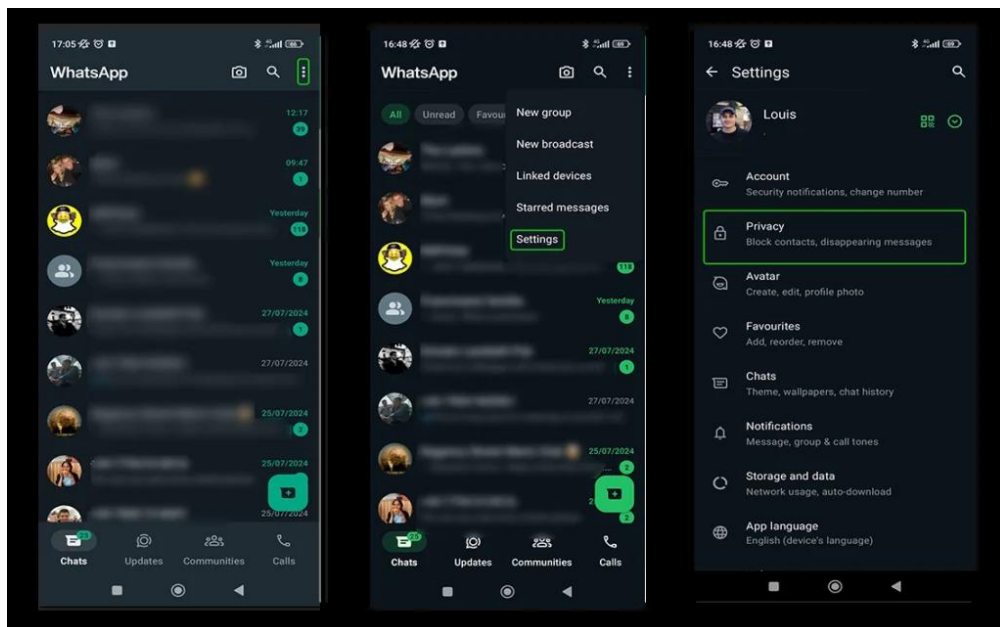
Step 2 – Customise who can see information about you on this menu. Tap on the relevant **settings** to customise them.
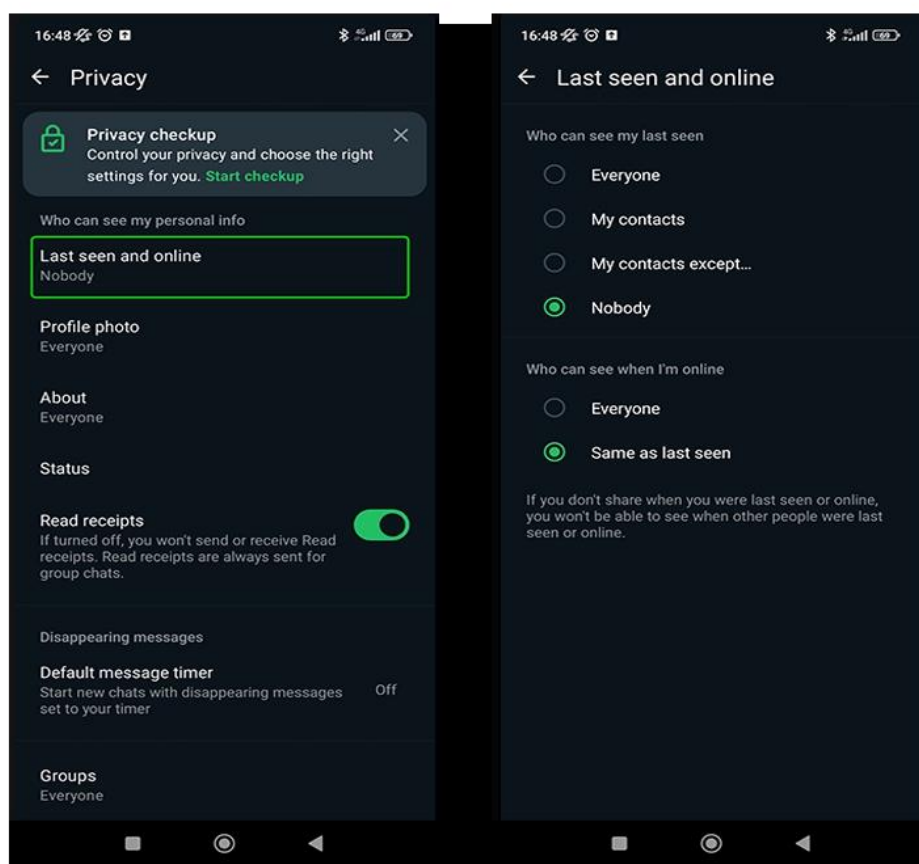
Settings you can customise include:

Last seen online – Turning this off may reduce people pressuring your child to respond quickly or at inappropriate times.

Profile photo – If your child sets their profile picture of themselves, make sure they limit those who can see it to My contacts only.

About – Ensure that your child has not included anything personal or private to reduce risks of identity theft.

Status – Remind your child to keep location and other private information out of these updates.

Read receipts – This removes the ability to see if a message you sent has been read, and for others to see if a you have read a message they sent. This eliminates the pressure to respond straight away.

Silence unknown callers – This option means only saved contacts can call you. This

removes the risk of strangers calling your child.

You can set these features to **Everyone, My contacts, My contacts except...** and **Nobody.**

2 How to block and report contacts

If a contact is making your child uncomfortable, encourage them to block and report them. They can stop receiving messages, calls and status updates with the block feature. If reported, WhatsApp will review the last 5 messages sent by the contact.

To block someone:

Step 1 – Tap the **last message** in their chat history with the contact. In the message, tap on **their name** or the **3 dots** in the right corner > **View contact**.

Step 2 – Scroll to the **bottom** of the screen and tap **Block [Contact Name]**. Confirm by tapping **Block**.
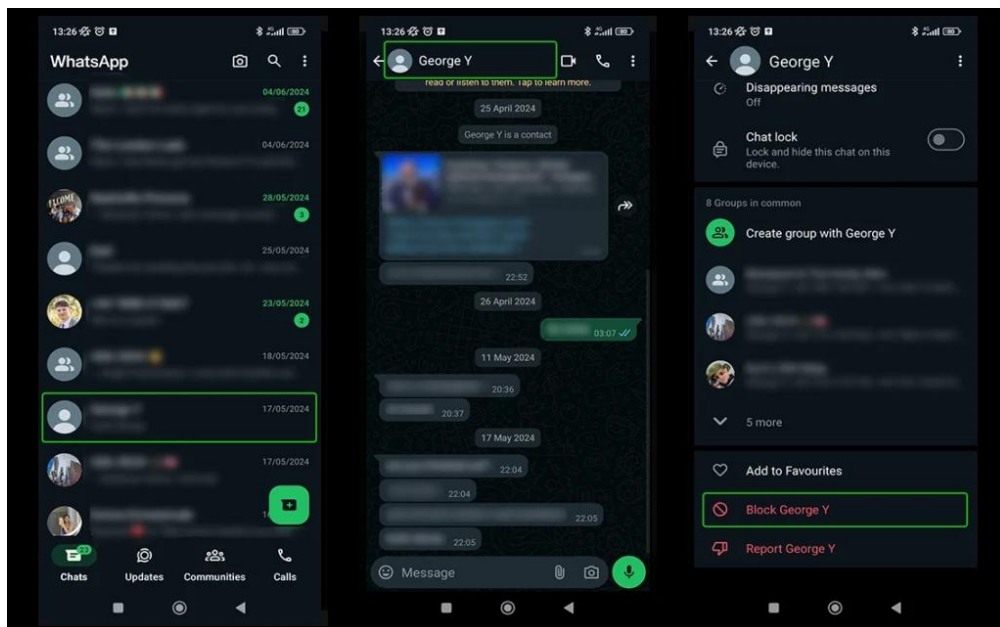

To report someone:

Step 1 – Tap the **last message** in their chat history with the contact. In the

message, tap on **their name** or the **3 dots** in the right corner > **View contact**.

Step 2 – Scroll to the **bottom** of the screen and tap **Report [Contact Name]**.

If your child needs to keep the messages as evidence for police reporting, untick Block contact and delete chat. Otherwise, keep it ticked and tap **Report**.
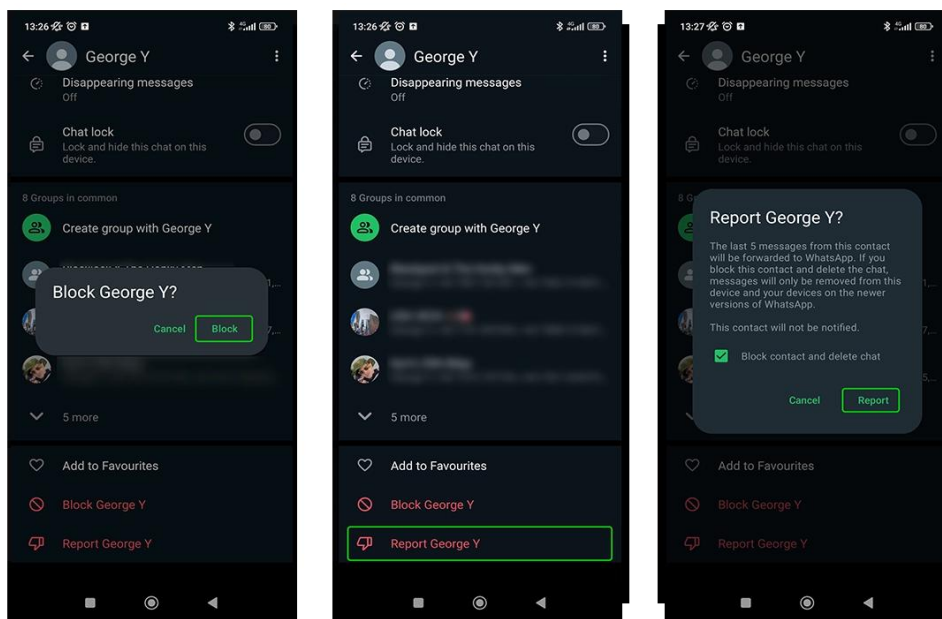
3 Change group privacy settings

If your child uses private groups in WhatsApp, remind them that they should only be joining groups with people they know from school or clubs. They should not add people they meet online.
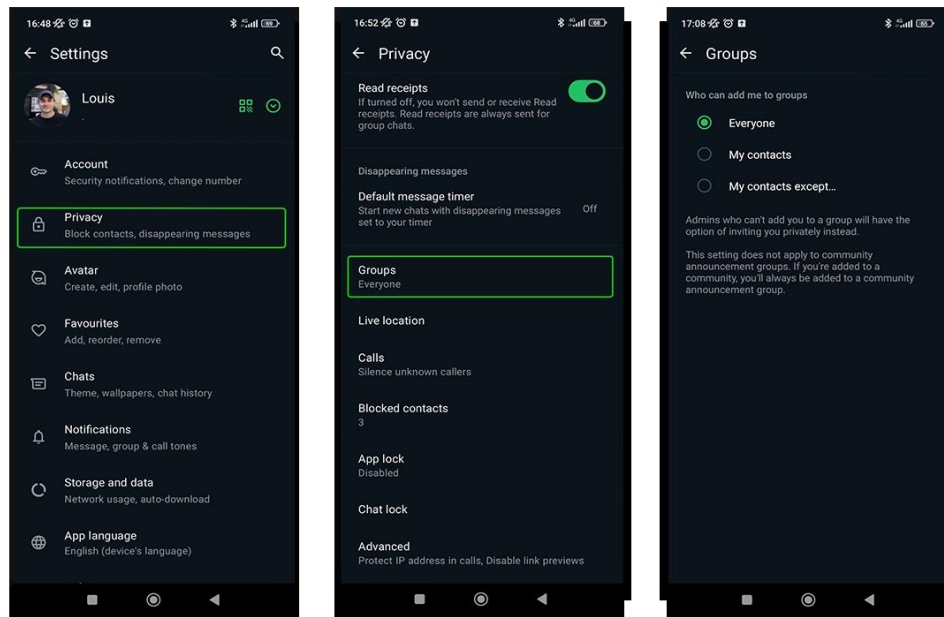
they can manage who has the ability to add them.

To manage this:

Step 1 – From the main screen, tap the **3 dots** in the right corner and then **Settings**.

Step 2 – Go to **Privacy** and scroll down to **Groups**. Tap on it and set to **My contacts** or **My contacts except…**.

Note: your child can still be **invited** privately. This only stops automatic adds.

4. Where to disable automatic downloads

The default settings for WhatsApp is that photos and videos you receive are automatically saved to your camera roll.

To limit the risk of saving <u>inappropriate content sent without permission</u> and to manage device storage, you can disable this.

To disable automatic downlaods:

Step 1 – Go to WhatsApp **Settings** then tap **Chats**.

Step 2 – Next to **Media visibility**, tap the **toggle**. When grey, photos and videos will not be automatically saved to your child's device.
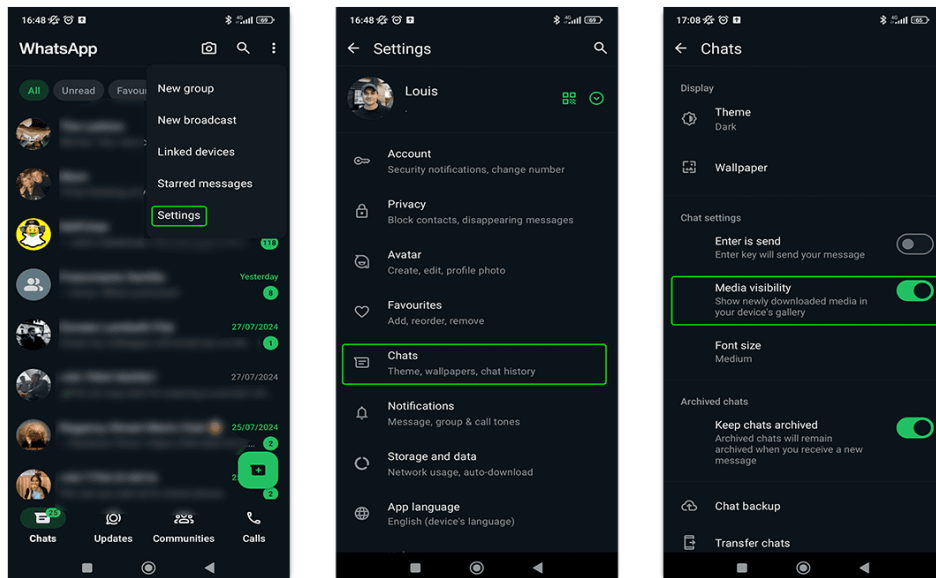
5 How to enable Screen or Fingerprint Lock

Whether you're on iPhone or Android, you can use different features to unlock WhatsApp, adding a layer of internet safety.

Note: Face and Touch ID are available on iPhone while Android uses Fingerprint lock. They can all be set up in the same way.

To set this up:

Step 1 – Go to **Settings** > **Privacy**. Scroll to the **bottom** of the screen.

Step 2 – Select **App Lock** or Screen Lock. Tap the relevant **toggle** to enable.
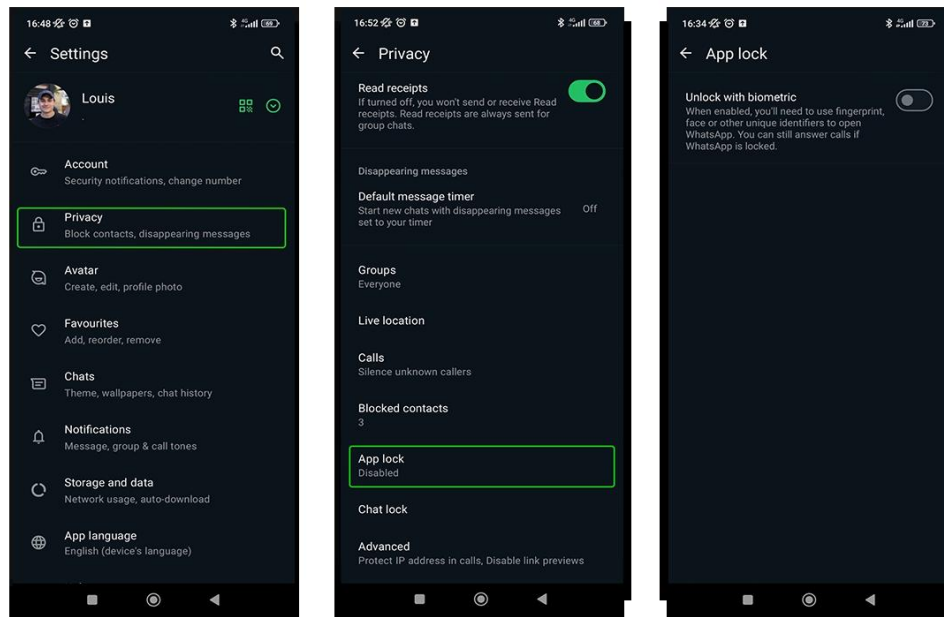
6 Where to disable live location

Live location is automatically turned off, and it's a good idea to keep this turned off.

To turn off location on your device:

Step 1 – Go to your device **Settings**, then scroll down to WhatsApp. Tap this then tap **Location**. To turn off location, select the **Never** or **Ask Next Time** option.

To turn off location in the WhatsApp App:

Step 1 – From **Settings**, tap **Privacy** and **Live Location**. Manage the individual settings here or turn off entirely through device settings.
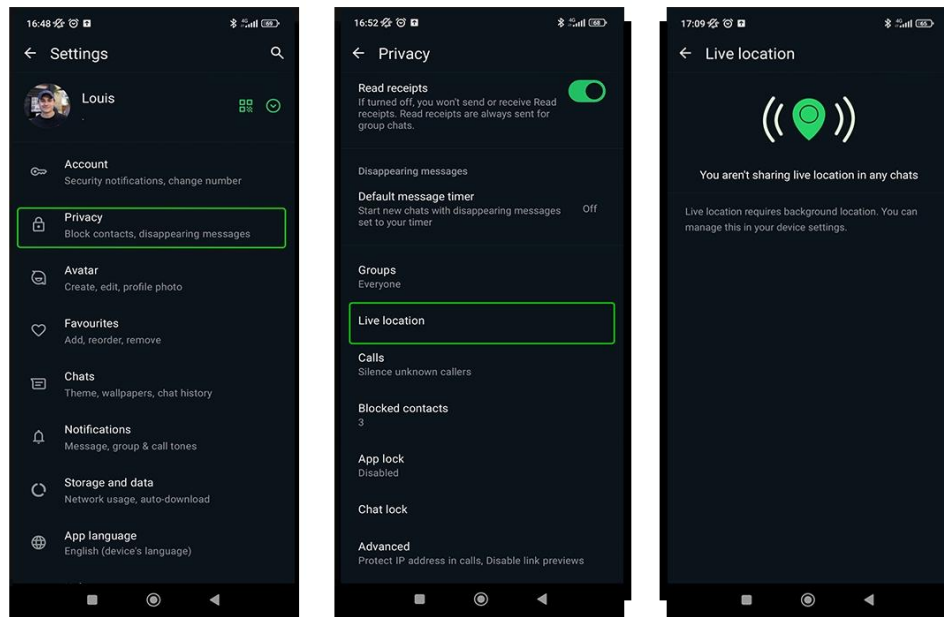
7 What is WhatsApp Web?

WhatsApp Web lets users chat through a browser instead of the app. However, users must have an app account to access WhatsApp Web.

To set up WhatsApp Web:

Step 1 – From the chat list screen in the app, tap the **3 dots** in the top right. Tap **Linked devices**.

Step 2 – With your **other device**, open a browser and go to **web.whatsapp.com**.

Step 3 – With your smartphone, tap **Link a device**. Point the phone at the **QR code** on your other device. This will sync the app to WhatsApp Web.

With WhatsApp Web, you can continue sending messages without your phone needing to stay connected to the internet. It has limited features, so you cannot call others like you can with the app.