How to keep safe on
Twitter

Twitter can be an important tool for communicating messages to media and engaging with key leaders and influencers. Twitter is really only relevant for an international audience as only 21% of New Zealand's population use it.

To ensure that your use of Twitter doesn't pose a risk to you, your family, your mates and your employer, we've got seven easy to remember principles to keep in mind when you're online.

Social media companies update their privacy and security settings fairly regularly. Updated 'How to keep safe guides' can be found in the DPA Toolbox on the Defence Public Affairs Intranet.

If you have any further questions or any feedback, please email **socialmedia@nzdf.mil.nz**

NZDF's seven safety tips for Twitter

1. Online is for all time

Even deleted content can linger on in cyberspace. Don't tweet anything you wouldn't be prepared to defend to your CO tomorrow (or in ten years time), and keep in mind that a poorly thought out tweet, retweet or like today might have implications for the security clearance you need for your next dream posting.

Any tweet should be thought of as being publically accessible. Even if it's a private tweet, once it's on someone else's screen, you have no control over it.

2. Keep your privacy and security settings on lockdown

As a member of the New Zealand Defence Force, it's recommended that you lock your profile down. Have you ever checked what the public can see on your profile? Making sure people can only see and read what you want them to is an important part of keeping yourself safe on social media. To check, go to 'Settings and Privacy' and look at your settings.

3. Add two-factor authentication

Like any username/password access, your user access can be hacked. It's important that you have your account locked down. Adding a two-factor authentication can be a good way to make sure no one, other than yourself, can access your account.

Adding two-factor authentication means that if you access your Twitter account from a new phone or computer, you'll be asked to enter a login approval code (which is sent to your cellphone). If someone other than you is trying to access your account, they won't be able to log in.

To check your security and login details, go to the 'Settings' section of your profile > then the 'Security and Login' section.

4. Tagging can be dangerous

You should update your privacy settings to stop people from tagging you. Leaving yourself open to being tagged makes it easier for others to track you online – putting you, your mates and sometimes even your mission at risk.

For the same reason, you should think twice before tagging others in posts, photos or comments. And have a talk to your family and friends about why they should avoid tagging or naming you in tweets and retweets – particularly on NZDF or Service Twitter Pages.

5. Update your password regularly

It's important to have a strong password and to update your password regularly.

Creating the right password will help keep others out. Make sure your password is unique, but memorable enough that you don't forget it. Don't use a password that you use on other sites – if one gets hacked and your password is stolen, hackers will often try it on other sites. You could have a set password but create variations. Don't share your password with anyone.

To change your password:

- Tap 'Settings and Privacy'
- Tap 'Password'
- Type your current password. Then type your new password and re-enter it one more time
- Tap 'Save Changes'

6. Choose your followers wisely

It's a fairly obvious, but don't allow people to follow you when you don't know them. Accepting them as a follower will allow them to view all your tweets and other information you allow them to see.

Also, be careful when accepting people who could be posing as someone else you're already friends with. Sadly, this does happen often. If this happens to you, let that friend know and report the fake account to Twitter.

7. Protect your location

To protect your location, avoid adding location tags to your tweets while at work (including exercises and operations).

To remove locations completely, you can turn off your location services. Go to 'Settings' > tap 'Privacy' > tap 'Location Services' > Scroll down and tap 'Twitter' > select 'Never'.

Useful link

Twitter Help Centre:
https://help.twitter.com