





## NZDF's six safety tips for Instagram

### 1. Online is for all time

Even deleted content can live on in cyberspace. Don't post anything today that you wouldn't want to have to talk about with your CO tomorrow (or in ten years' time), and keep in mind that a poorly thought out post or share today might have implications for the security clearance you need for your next dream posting. Any post or comment should be thought of as public. Even if it's in a private account or chat, 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 your Instagram account is set to private. This means only your approved followers will see your posts and stories. To set your posts to private from the Instagram app on iOS:

- Go to your profile by tapping 
- Tap  (iPhone) or  (Android) in the top right
- Tap 'Account Privacy' then tap to toggle Private Account on 





### 3. 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.

If you're logged out of your account and can't remember your password, you can request to reset it.

To change your password:

- Go to your profile by tapping 
- Tap  (iOS) or  (Android) in the top right
- Scroll down and tap 'Change Password'
- Enter your old password and then your new password
- Tap 'Done' or in the top right 



How to keep safe on

# Instagram

**Instagram can be a fun communication tool for keeping in touch with family and friends, as well as showcasing quality images and video. As with any social media tool, these benefits come with some risks that you need to be mindful of as a member of the New Zealand Defence Force.**

*To ensure that your use of Instagram doesn't pose a risk to you, your family, your mates and your employer, we've got six 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](mailto:socialmedia@nzdf.mil.nz)

#### **4. Tagging can be dangerous**

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Ensure that your privacy settings are set 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 videos, photos or comments. And have a talk to your family and friends about why they should avoid tagging or naming you in posts and comments – particularly comments on NZDF or Service Instagram pages.

#### **5. Choose your followers wisely**

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If there's someone who's following you and you don't like their content or their behaviour towards you, you can block or unfollow them (only if you have a private account).

When you block someone, that person won't be able to find your profile, posts or story on Instagram. People aren't notified when you block them.

#### **6. Protect your location**

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Instagram uses the location services on your phone or tablet to share more about who and where you are, both to your followers and their own advertisers. You should avoid adding location tags to your posts 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 'Instagram' > Select 'Never'.

#### **Useful link**

To learn more, visit the Instagram Help Centre at [help.instagram.com](https://help.instagram.com)