CANCER+ CAREERS

MAINTAINING ONLINE PRIVACY

WHY IS MAINTAINING PRIVACY ONLINE IMPORTANT?

It is now a common practice for employers to Google prospective and current employees. These searches are typically done with good intention. However, they may lead to old or current social media posts that mention your health history and might accidentally disclose your cancer status in a work setting where you'd have preferred the information remain private. Unfortunately, these types of disclosures may impact your work life in an undesired way.

Even if your current employer knows about your cancer status and is supportive, it's still important to consider the potential long-term impact of such postings. The fact is that none of us knows if or when we might find ourselves making a job/career change. Therefore, it's a good idea to be cautious now, so you don't end up sorry later.

CONSIDERATIONS BEFORE POSTING ONLINE

Thinking carefully before making any information public on the Internet is one of the strongest steps you can take to maintain online privacy. A good rule of thumb is to make sure that all postings pass the following "quiz":

- Is this something you would want a boss — current or future — or coworkers to know?
- How would you feel if this appeared on the front page of a newspaper (or the homepage of your favorite news site)?

PRIVACY SETTINGS

It is also important to check privacy policies on social media sites — and to choose the privacy settings that make you feel the most comfortable. Unfortunately, privacy policies on mainstream social media sites such as Facebook change frequently and, at times, without notice. In fact, users may find that their profile has become "less private" without their knowledge, and information they thought was protected is now public.

This is another reason why it's crucial to carefully consider the content of a post *before* sharing it.

ALTERNATIVES TO MAINSTREAM SOCIAL NETWORKING

As an alternative to mainstream social networks, Cancer and Careers recommends using www.caringbridge.org and/or www.mylifeline.org. These websites were specifically designed to be online forums for people undergoing medical treatments and to have a greater degree of privacy. However, profiles on these sites are not automatically protected 100%, so you'll need to take steps to set your privacy settings at a level that works for you. To simplify this process, we've created this document, which illustrates the specific steps you need to take to adjust the privacy settings of your CaringBridge and/or MyLifeLine profile.

- CaringBridge is a nonprofit organization that allows people navigating life after a diagnosis with any medical condition, including cancer, can create a free website to share updates, photos, and videos with loved ones who want to stay connected and help.
- MyLifeLine.org, an arm of Cancer Support Community, is dedicated to providing free, online space so people diagnosed with cancer can share updates, post photos, and exchange messages with friends and family they have invited to be part of their personal, private support network.

Reviewing the steps below will help you understand the various privacy levels available on each platform and choose those that best meet your needs.

Again, privacy settings are always changing — so check them often. This information is current as of *June 2023.*

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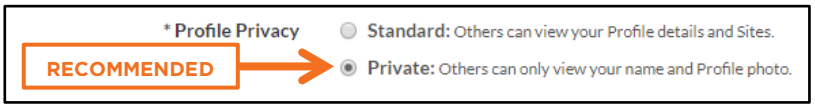
MAINTAINING ONLINE PRIVACY USING CARINGBRIDGE.ORG

CREATING A PRIVATE PROFILE ON CARINGBRIDGE.ORG:

1. After logging in, click **"My Account"** on the top left corner of your screen.
2. Click **"Profile Settings,"** on the left-hand navigation. This will bring you to the "Edit Profile Settings" page, where you can update your privacy settings.

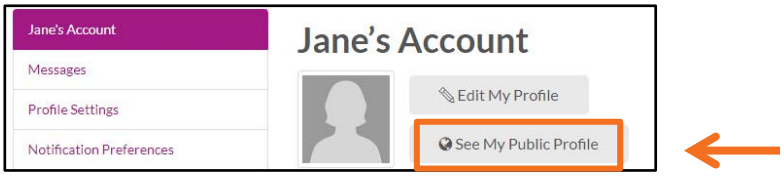


3. Scroll down to the **"*Profile Privacy"** section to select one of two privacy options:



4. The "Profile Settings" page also gives you the option to "connect" social media accounts, including Facebook and Google. We recommend that you DO NOT link social media accounts, to ensure greater privacy and control of your information.

5. Click **"Save Changes,"** at the bottom of the page, to lock in your new, preferred privacy settings. Double check that they were successfully saved, by returning to your homepage and clicking **"See My Public Profile."** (This shows you what the general public can see.)

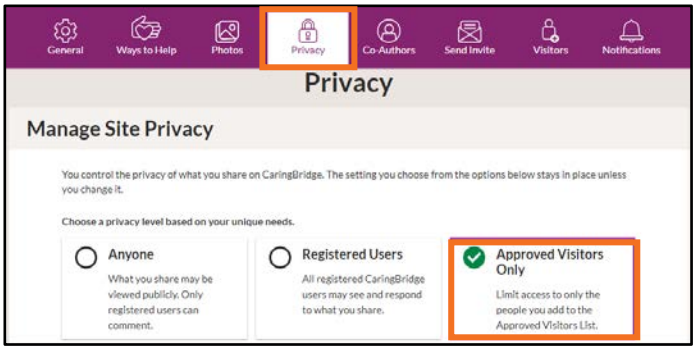


CREATING A PRIVATE WEBSITE:

1. Return to your homepage to see a list of all the sites that you author. Click on your name / the name of the person whose site you oversee. You will be taken to the dashboard for that profile. Click on **"Settings,"** in the upper-right corner of the screen.

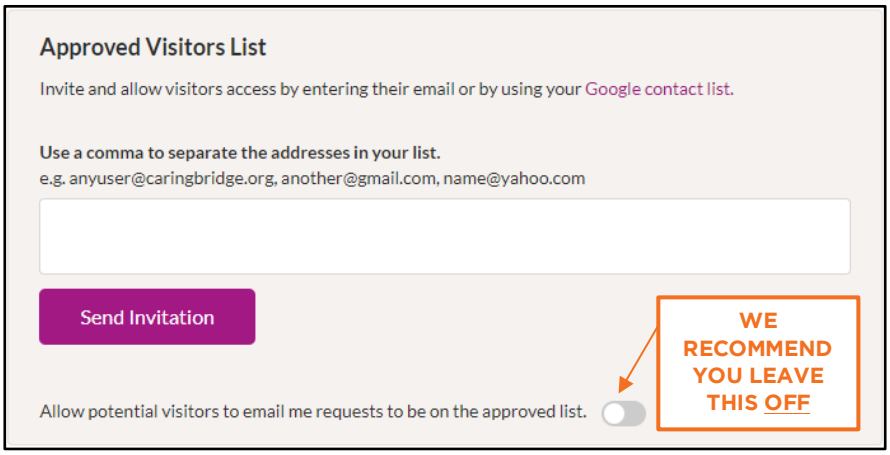


2. Click **"Privacy,"** in the middle of the navigation bar, and choose a privacy level. CAC recommends selecting **"Approved Visitors Only"** and not allowing people to invite others to your website.



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3. Scroll down to the **"Approved Visitor List"** box. In the blank field, enter the email addresses of the people whom you want to see your CaringBridge site, then click **"Send Invitation".** We recommend you DO NOT select the bottom option to "allow potential visitors to e-mail requests to be on the approved list" so you can maintain full control of your privacy (see image below).



4. Scroll to the bottom section called **"Manage Site Searchability"** for more privacy options to consider. Here too, we recommend you DO NOT select the option to "allow people to find this site using CaringBridge Search" or through search engines like Google so you can maintain full control of the information you post.



NOTE: Some of these options may make it easier for loved ones to find you, but it may also make it easier for potential employers to find you.

5. You may deactivate your CaringBridge site anytime. Scroll to the bottom of the **"General Settings"** page (in **"Deactivate This Site"**) and click **"Deactivate Your Site,"** at the bottom of the page.

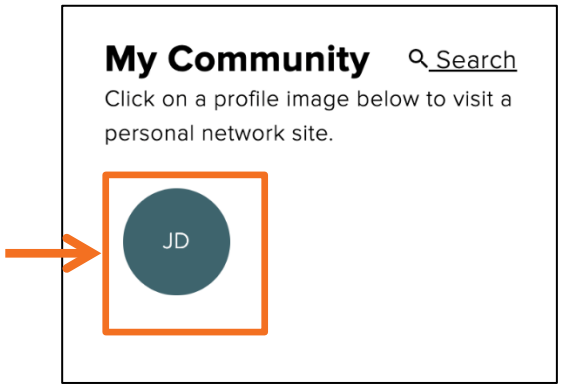




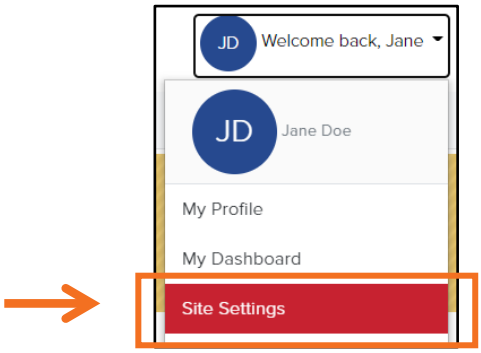
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CREATING A PRIVATE SITE ON MYLIFELINE.ORG:

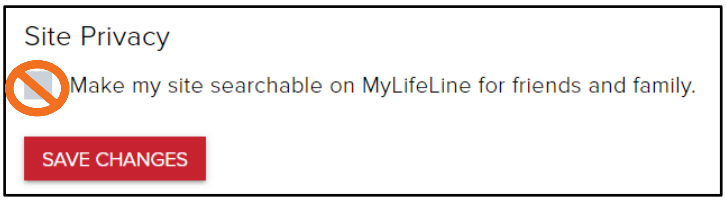
1. On the "My Dashboard" Page, on the left-hand side where it says "My Community", click on your sites name



2. After logging in, click on the **"Welcome back"** dropdown menu in the top right corner of the screen and click **"Site Settings"**.

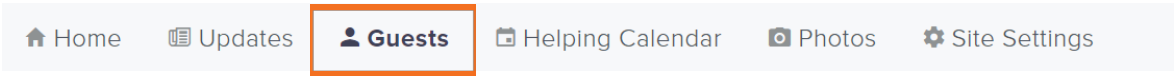


3. Scroll down to **"Site Privacy".** We recommend you DO NOT select "Make my site searchable on MyLifeLine for friends and family." Leaving this off will give you full control of who is allowed to view, or search for, your page.



4. Click **"SAVE CHANGES"** to make sure your privacy settings are saved. These settings can be changed at any time by repeating the steps above.

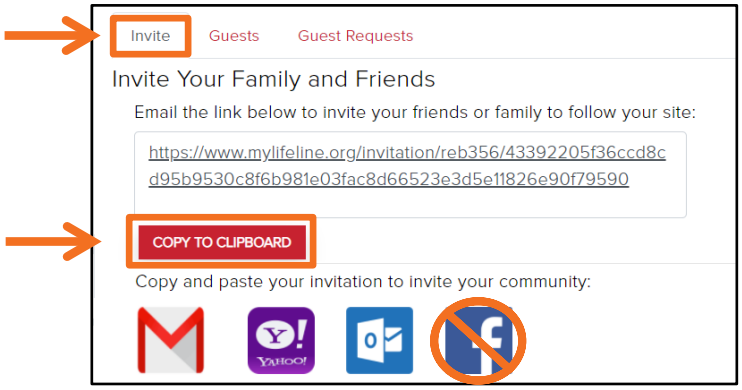
5. To invite people to view your site, go to "Guests" section click on "**Invite & Approve Guests**" at the right of the page.



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6. To invite friends to view your page, select the **"Invite"** tab. Next, click **"Copy to Clipboard"** to select the hyperlink provided. These can then be pasted into a new message in your preferred email account and sent to each individual. We recommend manually entering each e-mail address to avoid sharing with an unintended person or group.

   As mentioned earlier in this document, we recommend you DO NOT click the icon to share on Facebook, to ensure greater privacy and control of your information.



7. You can manage privacy settings and remove individual guest access on the **"Guests"** and **"Guest Requests"** tab.

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