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 intentions. 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 intended to 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 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that none of us knows if or when we might find ourselves making a job/career change; or find our supportive manager has been replaced by a less understanding one. Therefore, it's a good idea to be cautious *now*, so you don't have to worry later.

CONSIDERATIONS BEFORE POSTING ONLINE

Thinking carefully before making any information public on the Internet is one of the best steps you can take to maintain online privacy. A good rule of thumb is to make sure any posts pass this "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 caringbridge.org and/or 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, to illustrate specific steps for adjusting privacy settings of your CaringBridge and/or MyLifeLine profile.

- CaringBridge is a nonprofit organization that offers a platform where people navigating life after a serious medical diagnosis, 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. Remember, privacy settings are always changing — so check them often. This information is current as of ***October 2026.***

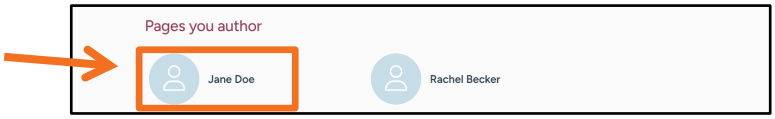
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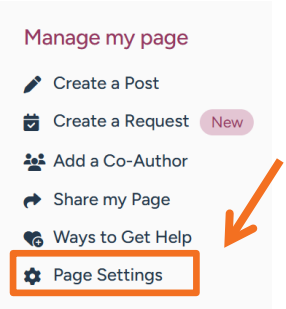
MAINTAINING ONLINE PRIVACY USING CARINGBRIDGE.ORG

CREATING A PRIVATE PROFILE ON CARINGBRIDGE.ORG:

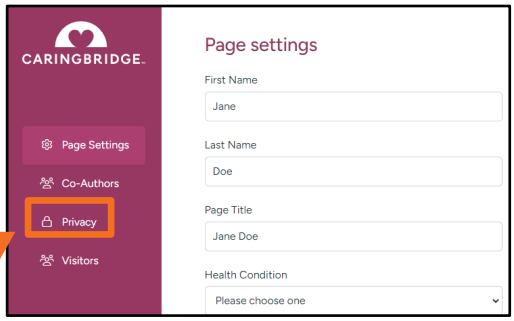
1. After signing in, click on the account you want to modify under "**Pages you author.**"



2. On the left-hand side of the screen you'll see a navigation pane titled, **"Manage my page**." Click **"Page Settings"** at the bottom of the list.



This will open a new page, also called **"Page Settings"** where you should select **"Privacy"** from the list of options. This will open a new page called **"Privacy."**

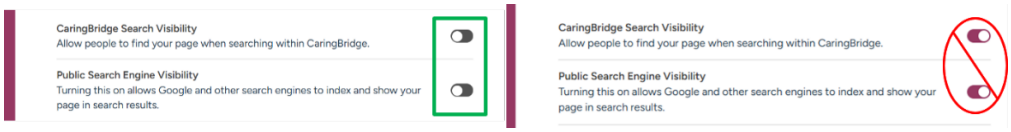


3. At the top of the screen under **"Privacy**" select one of three privacy options:



4. Right below this you will see three toggle switches, all of which are set to "off" by default.

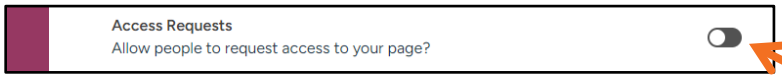
   The first two allow you to control whether your profile is searchable either **within the CaringBridge site** or **by using public search engines such as Google**. Cancer and Careers recommends leaving both set to "off."



RECOMMENDED: White circle is on the left & switch is dark grey. This means profile IS NOT searchable.

NOT RECOMMENDED: White circle is on the right & switch is dark purple. This means profile IS searchable.

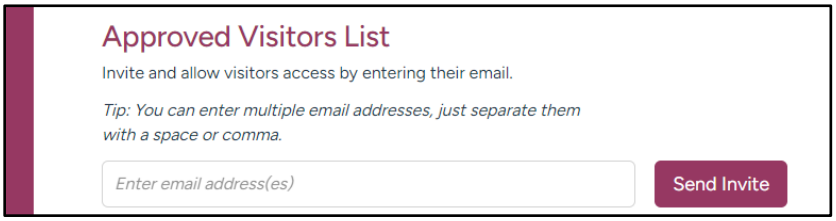
5. The third toggle switch allows you control whether someone you have NOT previously invited to view your profile can request access. This is also set to "off" by default and CAC recommends keeping it set to "off" for maximum privacy.



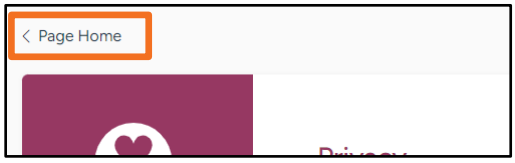
WE RECOMMEND YOU LEAVE THIS OFF

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6. 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 Invite".



7. Once you are finished on this page, click **"Page Home"** at the top-left corner of the screen. This will automatically save your settings and take you back to your profile.

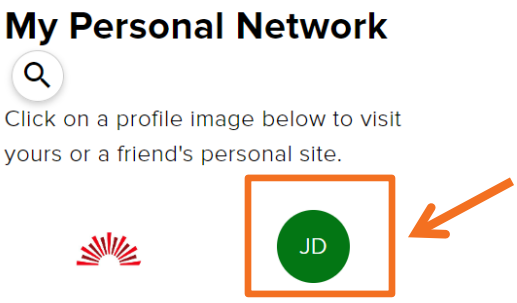


8. You may deactivate your CaringBridge site anytime. If you wish to deactivate or delete your account or request that we no longer use your information to provide you services, contact CaringBridge at customercare@caringbridge.org.

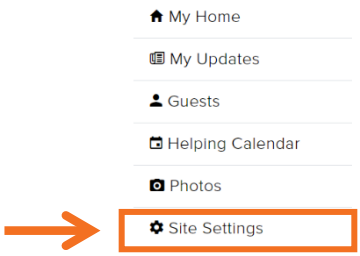
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CREATING A PRIVATE SITE ON MYLIFELINE.ORG:

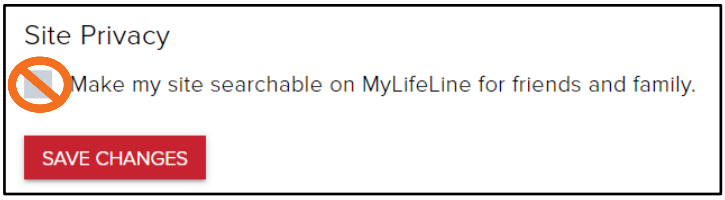
1. On the "My Dashboard" Page, on the right-hand side where it says "My Personal Network", click on your sites name



2. After logging in, click on the **"Site Settings"** button on the left of the screen.

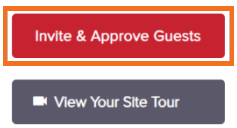


3. Scroll down to **"Site Privacy".** We recommend you DO NOT select "Make my site searchable on MyLifeLine for friends and family." Leaving this off will give you full control of who is allowed to view, or search for, your page.



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.

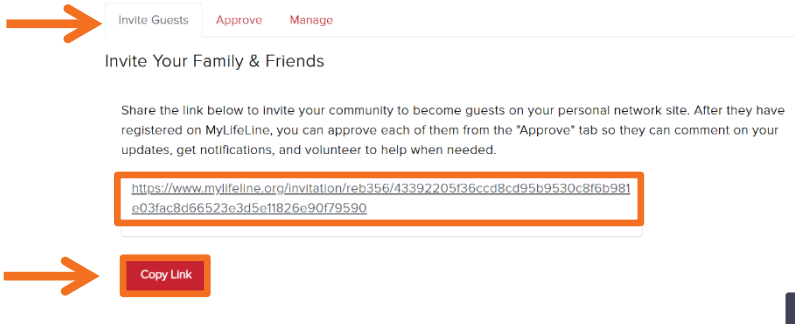
5. To invite people to view your site, click on "**Invite & Approve Guests**" at the left of the page.



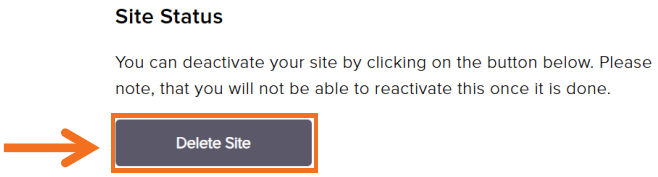
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6. To invite friends to view your page, select the **"Invite Guests"** tab. Next, click **"Copy to Link"** to select the hyperlink provided. These can then be pasted into a new message in your preferred email account and sent to each individual. We 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 share on social media, to ensure greater privacy and control of your information.



7. You can manage privacy settings and remove individual guest access on the **"Guests"** and **"Manage"** tab.
8. You may deactivate your MyLifeLine site anytime. If you wish to delete your account select "Delete Site" at the bottom of the **"Site Settings" page**.



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