



WhatsApp Privacy Guide

How to manage your privacy

Take control of internet safety by learning about WhatsApp privacy settings. They can control who can see your information, which can help support your wellbeing.

To manage privacy settings:

Step 1

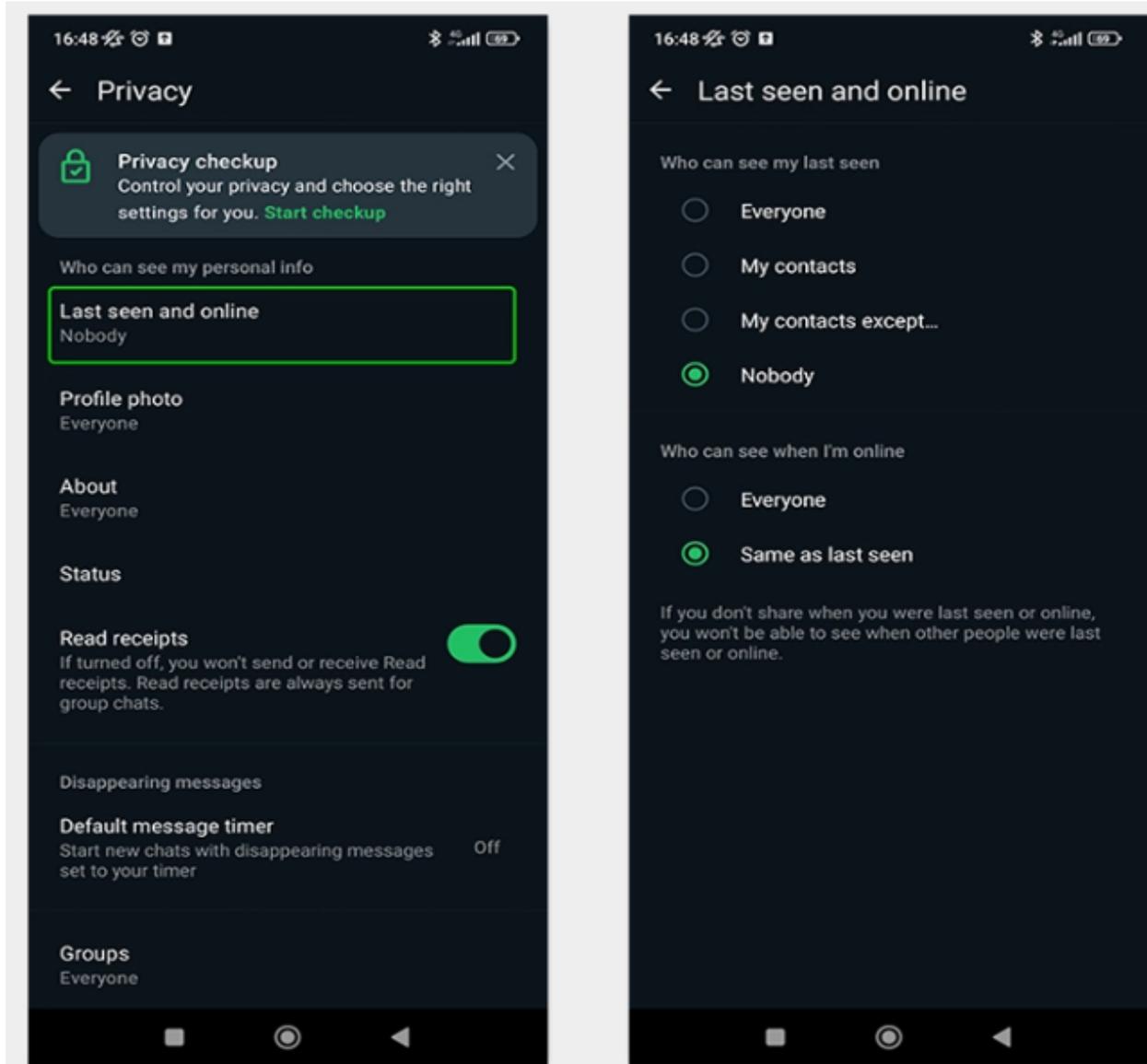
- In the app, tap the 3 dots in the top corner.
- Then tap Settings > Privacy.





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 you to respond quickly or at inappropriate times.

Profile photo - If you set your profile picture of yourself, make sure you limit those who can see it to **My contacts** only.

About - Ensure that you have not included anything personal or private to reduce risks of identity theft.

Status - Remember 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 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 you.

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



How to block and report contacts

If a contact is making you uncomfortable, block and report them. You 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.

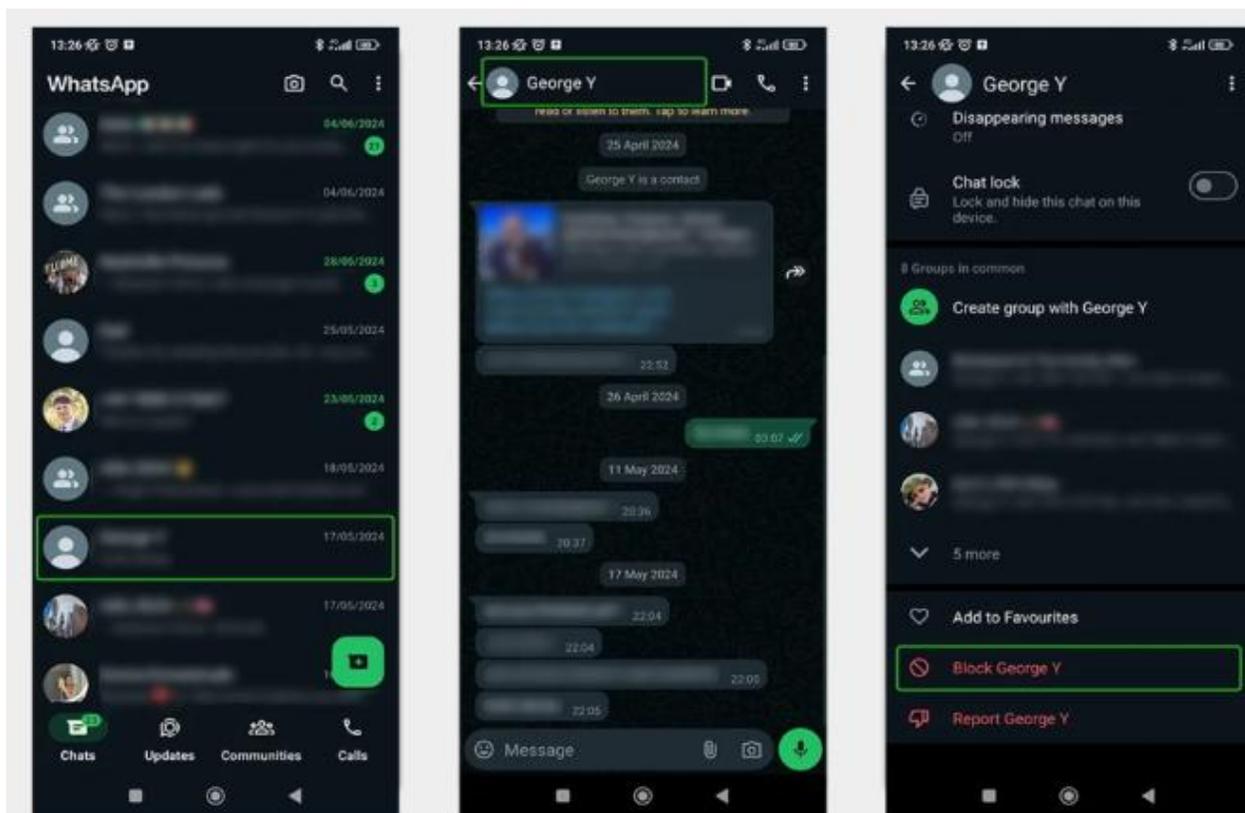
To block someone:

Step 1

Tap the **last message** in your 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:

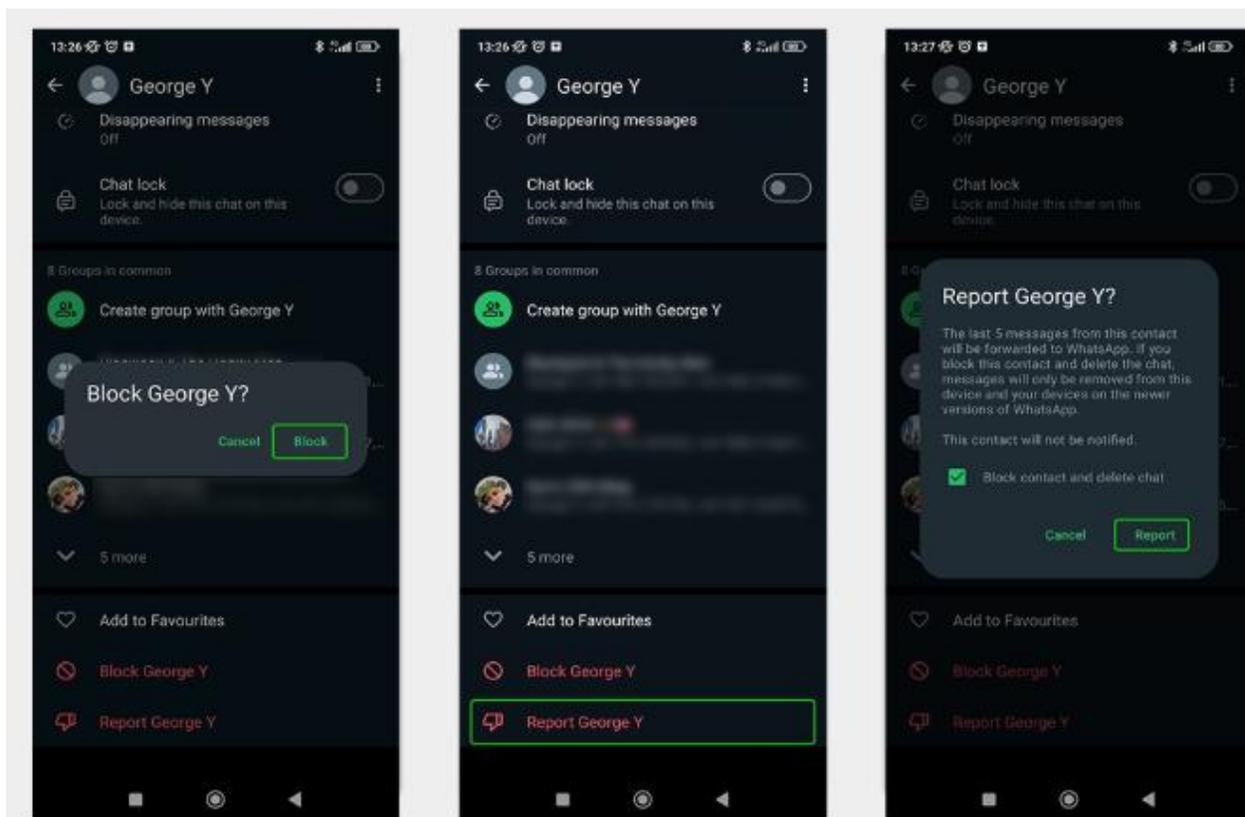
Step 1

Tap the **last message** in your 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 you need to keep the messages as evidence for police reporting, untick **Block contact** and delete chat. Otherwise, keep it ticked and tap **Report**.





Change group privacy settings

If you use private groups in WhatsApp, remember that you should only be joining groups with people you know from school or clubs.

You can manage who has the ability to add you.

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: you can still be **invited** privately. This only stops automatic adds.

