



# Facebook

## Privacy & Security Guide | Presented by SocialMediaSecurity.com

### WARNING!

Social network websites can be hazardous if you don't change the default settings!

**Instructions:** Start with the "5 Tips" below then configure your Facebook account with the suggested Privacy and Security settings in this guide. These settings should be your "baseline". Adjust them based on your own needs and level of risk.

**Please read this guide and pass it on to friends and family members!**

## 5 Tips for using any Social Network

- 1) Set appropriate privacy and security defaults and choose a complex/unique password for your account.
- 2) Be careful installing third-party applications. Don't install applications from sources you don't trust.
- 3) Only accept friend requests from people you know directly.
- 4) Read the privacy policy and terms of service carefully. Limit personal information you share.
- 5) Be careful what you post. Consider all information and pictures you post as public!

## Profile Information

The following is a list of suggested settings that can be found under **Settings** at the top then **Privacy Settings**. These are under **Profile Information**:

About me – **Only Friends**

Personal Info – **Only Friends**

Birthday – **Only Friends**

Religious and Political Views – **Only Friends**

Family and Relationship – **Only Friends**

Education and Work - **Only Friends**

Photos and Video's of Me – **Only Friends \***

Photo Albums – **Only Friends \*\***

Posts by Me – **Only Friends**

Allow friends to post on my Wall – **(check the box)**

Posts by Friends – **Only Friends**

Comments on Posts – **Only Friends**

\* For Tagged Photo's and Video's you should enable email or text alerts so you know when someone tags you in a photo!

\*\* Edit each of your Photo Albums Privacy Settings to **Only Friends**. Facebook by default sets each of your photo albums to **Everyone**.

## Contact Information

The following settings are under **Contact Information**:

IM Screen Name – **Only Friends**

Mobile Phone – **Only Friends \***

Other Phone – **Only Friends \***

Current Address – **Only Friends \***

Website – **Only Friends**

Hometown – **Only Friends**

Add me as a friend – **Everyone**

Send me a message – **Everyone**

Email Address – **Only Friends**

\* Do you really want everyone on your friends list to know your phone number and address? Do you know all the people on your friends list personally?

## Applications and Websites

### What do you share with Facebook Applications?

All Facebook Applications can access anything you share as **Everyone** including all of your default "public" information. Public information on Facebook is defined as your **Name, Profile Picture, Gender, Current City, Networks, Friend List, and Pages**. You cannot hide this information at all from applications. In addition, you grant each application access to other information that application may require. You have no granular control over what applications can or can't access so be cautious installing any application!

The following settings are under **Privacy Settings -> Applications and Websites -> What your friends can share about you**

Facebook applications your **friends** install can view your "public" Facebook information and anything you have set to **Everyone**. In addition, anything you select in this section will be viewable by your friend's applications. **We suggest you uncheck all of these boxes.**

The other two settings **Blocked Applications** and **Ignore Application Invites** only need to be changed if you need to block applications or invites.





### Search

---

The following settings are for the **Search** section under **Privacy Settings -> Search**:

#### Facebook Search Results

**Everyone** (not setting this to everyone defeats the purpose of social networking...you want your friends to find you!)

#### Public Search Results

**Deselect** the checkbox under **Public Search Listing**. Enabling this setting allows anyone to search for your profile and any information you have set to **Everyone** with a search engine like Google!

This is one of the most important settings because this will prevent people and data aggregators from finding out you have a profile, viewing your public status updates and more in Facebook.

### Blocking and Creating Friend Lists

---

Blocking is a nice feature in Facebook if you need to block someone from trying to send you friend requests or communicating with you. You also need to be careful that if the person you are blocking has an application installed, that application could potentially pull private information about you to the person you blocked! Be sure to review your Applications settings. You can put in people you want to block under **Privacy Settings -> Block List**.

#### Creating Friend Lists

Creating lists and putting your friends into specific groups or categories is a great idea if you have lots of friends that you want to put into different privacy groups. For example, you could have co-workers in one group and family members in another. Once you have lists created you can **exclude** those lists from viewing certain things in your profile. For example, you may want to exclude your Family and Relationship information from your co-workers group but allow your other friends to view this information. You can make these exclusions in **Privacy Settings -> Profile information**.

To create Lists, go to **Friends** at the top of the page then select **Friends** under the **Lists** heading on the left side.

### Profile Information

---

Your profile information is set by clicking on **Profile** near the upper left side of the main Facebook page then clicking on the **Info** tab, then **Edit Information**.

#### **Use caution when setting your profile information!**

We recommend that when putting information in your profile you consider the following:

- 1) **Don't show your real birthday.** Use a fake birthday instead. Birthdays are sometimes used as a means to verify your identity and could be used against you. There have also been security issues with Facebook applications in the past that have inadvertently exposed birthdays to the public.
- 2) It's ok to share information about your hobbies and interests but **use caution when posting your phone numbers, address and work information.** Even something as simple as political or religious views could be used against you or in a way you didn't approve of.

For example, what if a future employer found your Facebook profile and didn't like your views on a particular subject? What if your current employer found your profile? What would they think?

- 3) **Watch the pictures that you post!** Sure, those pictures of you drunk at that last party were cool but think about if those pictures made their way out to the entire Internet? Remember, your friends can still copy your photos and save them outside of Facebook.

- 4) **We advise not posting information about your current employer.** However, several factors should influence this decision:

Your risk level, the business you are in, and how your employer might perceive you and other employees letting the world know you work for them.

#### **Finally, treat all photos and profile details as public information!**

**Even with the privacy settings in this guide all information you post and pictures you upload can find it's way outside of Facebook or used for a purpose you didn't approve of!**

