



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!

Control Your Default Privacy

These settings can be found by clicking the arrow on the top right then click **Privacy Settings**. This should be set to **Friends** and will apply to status updates and photos you post to your profile.

How You Connect

The following settings are under **How You Connect** then by selecting **Edit Settings**:

- Who can look up your profile by name? – **Everyone***
- Who can send you friend requests? – **Everyone**
- Send you Facebook messages? – **Everyone**
- Who can post on your Wall? – **Friends**
- * You can limit who can find you while still being social if you set this to **Friends of Friends**.

How Tags Work

Click on **How Tags Work** and select the following settings:

- Profile Review – Set to **On**
- Tag Review – Set to **On**
- Maximum Profile Visibility – **Friends**
- Tag Suggestions – Set to **Off**
- Friends Can Check You Into Places – Set to **Off**

Apps and Websites

Select **Edit Settings** under **Apps and Websites** under the Privacy Settings page. These settings apply to applications, games and websites.

Apps you use

This section shows applications you have installed and when you last used them. You can also remove specific applications or remove yourself from all applications completely. This is the **Turn off** all platform apps setting. **Note:** If you turn off Platform, you'll be disconnected from all applications and websites you have authorized. This will also remove all of your application data and settings related to those applications.

What applications can access: Facebook applications by default 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, networks, username and user id (account number)**.

How people bring your info to apps they use

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.**

Instant personalization

Under **Instant Personalization** you should **uncheck** the box to **Enable instant personalization on partner websites**. This allows your **public** information to be automatically shared with certain third-party websites. To prevent your friends from sharing any of your information with an instant personalization partner, you also need to **block the applications: Microsoft Docs.com, Pandora, Yelp, Bing, TripAdvisor, Rotten Tomatoes, Clicker, Scribd.**

See <https://www.facebook.com/help/?page=1188> for links to each of these applications. At the application screen click the "Block Application" link on the left side of the page.



Facebook

Privacy & Security Guide | Presented by SocialMediaSecurity.com

Public Search

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

Important note about your searchable information!

Regardless of this setting your default **public** information **name, profile picture, gender, networks, username and user id (account number)** and status updates you set to **Everyone** can also be searched through the **Facebook Graph API**. What is the Graph API? Visit: <http://youopenbook.org/> for an eye opening demonstration.

Other Important Settings

Limit the Audience for Old Posts on Your Profile

This is a kill switch to change all past public posts to Friends. Only use this if you feel you need to.

Facebook Ads shown by third party applications

This controls how your information can interact with ads shown by third-party advertisers on Facebook. We recommend removing yourself from both of these options. These settings are located under **Account Settings -> Facebook Ads Tab**. Set both of these settings to **No one**.

Enable Secure Browsing (https) and Login Notifications

Account Settings-> Security-> Enable Secure Browsing (check the box) and the box for **Login Notifications**. For additional security check the box for **Login Approvals** and enter your mobile number. Facebook will send a SMS code to your phone that you use when signing-in in addition to your password.

Set a Security Question for added security under **Security Settings** as well.

Blocking and Creating Friend Lists

Blocking is a nice feature in Facebook if you need to prevent someone from trying to communicate with you. Be careful, 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 select people you want to block under **Privacy Settings** and **Blocked People and Apps**.

Creating lists and putting your friends into specific groups or categories is also great idea to limit some of your information. 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.

You can make these exclusions under **How You Connect -> Who can see Wall posts by others on your profile** under the main privacy page.

To create Lists, go to **Account -> Edit Friends** then select **All Connections** on the left side.

Profile Information

Your profile information is set by clicking on **Profile** near the upper right side of the main Facebook page then clicking on the **Info** tab, and finally **Edit Information**. **Note:** Facebook now links your personal interests to **Facebook Community Pages**. Be careful, this means your interests are automatically public once you become a fan of that page!

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.
- 2) **Use extreme 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 awesome 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. Consult your employer and any social media policies that your employer may have for more information.

Finally, treat everything you post 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!