



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!

Basic Directory Information

The following is a list of suggested settings that can be found under **Account** on the top right then **Privacy Settings**. The following settings are under **Basic Directory Information** then by selecting **View Settings**:

Search for me on Facebook – **Everyone***
Send me friend requests – **Everyone**
Send me messages – **Everyone**
See my friend list – **Only Friends**
See my education and work – **Only Friends**
See my current city and hometown – **Only Friends**
See my interests and other Pages – **Only Friends**

* You can limit who can find you while still being social if you set this to **Friends of Friends**.

Sharing on Facebook

Click on **Only Friends** under the sharing preferences screen. **Only Friends** is the setting we recommend for sharing any information on Facebook. We also recommend that you select **Custom** to set more granular controls once you create lists (see page 2). For **Facebook Places**:

Places I check in to - **Only Friends**
Include me in "People Here Now" after I check in- **Uncheck**
Friends can check me in to Places – **Disabled**

Applications and Websites

Select **Edit your settings** under **Applications and Websites** near the bottom of the page. These settings apply to applications, games and websites.

What you're using

This section shows applications you have installed. You can also remove specific applications or remove yourself from all applications completely. This is called removing yourself from **Platform**. **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, User ID, Gender, Hometown, Networks, Friend List, Likes and Interests (Facebook Pages)**.

Game and application activity

Who can see your recent activity on your games and applications dashboards? Set this to **Only Friends**.

Info accessible through your friends

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 Program** you should uncheck this box. Instant Personalization 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.**

See <http://www.facebook.com/help/?faq=17223> for links to each of these applications. Once at the application screen click the "Block Application" link on the left side of the page.



Public Search

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 an Internet search engine like Google.

Facebook will not allow you to enable this setting unless you have **Search for me on Facebook** set to **Everyone** in your **Basic Directory Information** settings.

Important note about your searchable information!

Regardless of this setting your default **public** information (**Name, Profile Picture, User ID, Gender, Hometown, Networks, Likes and Interests**) and anything 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

Facebook Ads shown by third party applications

These settings control 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 -> Account Settings -> Facebook Ads Tab**.

Set both of these boxes to **No one**.

Blocking and Creating Friend Lists

Blocking is a nice feature in Facebook if you need to prevent 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 select people you want to block under **Account -> Privacy Settings**. Then select **Edit your lists** under Block Lists near the bottom of the page.

Creating Friend Lists

Creating lists and putting your friends into specific groups or categories is a 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. 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 under **Account -> Privacy Settings -> Customize Settings** on 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!