



SAFEGUARD
DIGITAL IDENTITY
PROTECTION TOOLKIT

Smartbook Updates

January:

- No Major changes added or made.

February:

- No Major changes added or made.

March:

- Added Surfshark, Proton and Nord VPN.

- Added Temu.

April:

May:

June:

July:

August:

September:

October:

November:

December:

SAFE GUARD

Digital Identity Protection Toolkit

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SELF ASSESSMENT

Your Online Presence

One of the easiest ways for people (e.g., potential employers, criminals, etc.) to get information about you is through your online presence. Anyone can research you with just a few clicks of the mouse and a quick Internet search. It is important to know what is publicly available about yourself, and then decide what to do about unwanted information.

Review your social media accounts and available data aggregator websites to determine what, if any, negative or unwanted information is out there about you. Remember, your close contacts (including family members) may have unintentionally exposed information about you. Therefore, it is important to review what others may have posted about you, posts you have been tagged in, or other associations that make you easier to find.

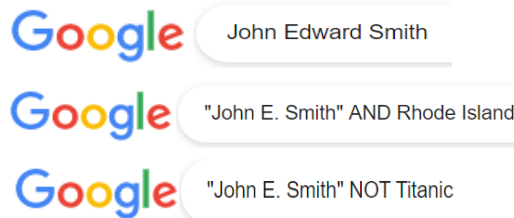
Search Engines

Use various search engines, such as Google, DuckDuckGo, Bing, etc. to search yourself and compare the differences and benefits of each (for a few examples, please see the third page.) Google appears to yield the most accurate results and captures more relevant information for people searches.

Prior to researching, ensure you are not logged-in to any of the search engine sites, such as Google or Yahoo. Be sure to delete your browser history and clear cookies before you begin and again when you have completed all your research.

These next instructions are specific to the Google search engine but can be applied to most other search engines:

Start with basic personal information such as First and Last Name. If you have a common name, you may want to search First, Middle, and Last Name; or your name associated with your address or an associated organization. Searching terms within quotations marks “ ” will yield results that have the same terms in the same order as the ones inside the quotes. So “John Edward Smith” will not necessarily return the same results as “Edward, John Smith.”



Boolean Logic

Boolean logic defines logical relationships between terms in a search. Boolean search operators are “and,” “or,” and “not.” You can use these operators to create very broad or very narrow searches. “And” combines search terms so that each search result contains all of the terms. Also, if your search results continue to include items that are not relevant, use the dash (-) to exclude certain search terms like this: “John Smith” -Pocahontas

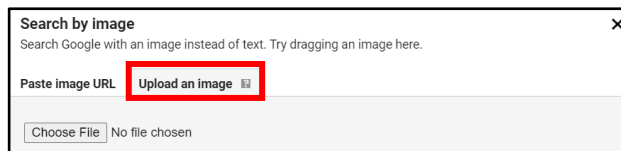
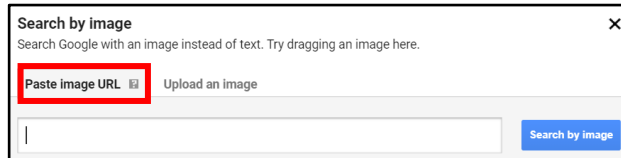
Google supports Boolean logic; however, you can also use Google’s search methodology which can be found here: <https://support.google.com/websearch/answer/2466433?hl=en>

Search engine results will give you an idea of the information that can be quickly collected on you. For example, during your self assessment you may have found information about your previous work experience, hobbies (e.g. sports,) or schools (e.g. graduation announcement,) which can be used to conduct follow-on searches or hijack your identity.

SELF ASSESSMENT

Image Searches

You may want to conduct an image search on any photos you have used as profile pictures on social media accounts or posted to other places online. The reason for this is to ensure that advertisers and/or any other company or individual hasn't taken your picture for their own personal use. To conduct an image search using Google, go to images.google.com, click the camera icon, then select "Upload an Image." Select the image you want to use to start your search.



Social Media Sites

- www.facebook.com
- www.linkedin.com
- www.myspace.com
- www.twitter.com
- www.tumblr.com
- www.classmates.com
- www.instagram.com
- www.vk.com
- www.pinterest.com
- www.flickr.com
- www.meetup.com
- www.youtube.com
- www.snapchat.com
- www.reddit.com
- www.tiktok.com

Social Media Searches

Take an inventory of the social media accounts that you currently maintain. Some examples include, Facebook, Instagram, LinkedIn, Twitter, etc. First, without being logged-in to any social media accounts, conduct open-source searches on yourself to see what is viewable to the public. Remember, if your social media accounts don't show up during your open-source searches that doesn't mean your account is completely private. It's important to check out the applicable Smartcards to help you lock down your accounts according to your own personal preferences.

Next, login to those accounts and thoroughly review your profile for sensitive information and consider removing unnecessary data: Review your profile to see what data is available to the public (address, employment, phone number, etc.). Check any photos that you have posted or have been tagged in (this can be done through your Activity Log if using Facebook). * See applicable Smartcards to learn how to properly set privacy settings.

If you post something on your social media account, it may show up on search engine search results. Remember to set your privacy settings accordingly to help avoid this.

SELF ASSESSMENT

Common Search Engines

www.google.com

Google is a search engine that specializes in Internet-related services and products. These include online advertising technologies, search, cloud computing, and software. The majority of its profits are derived from AdWords, an online advertising service that places advertisements near the list of search results.

www.bing.com

Bing is the second largest search engine in the United States. Searches conducted using Bing generally yield similar results to Google. However, Bing's image search capability (<https://www.bing.com/images>) is considered superior by most.

www.duckduckgo.com

DuckDuckGo is a search engine that distinguishes itself from other search engines by not profiling off of its users and by deliberately showing all users the same search results for a given search term. It does not store or compile any of your data, to include searched data or personal information. DuckDuckGo emphasizes getting information from the best sources rather than the most sources, generating its search results from key crowdsourced sites such as Wikipedia, and from partnerships with other search engines like Yandex, Yahoo!, Bing, and Yummly.

<https://searx.thegpm.org>

Searx is a metasearch engine, aggregating the results of other search engines while not storing information about its users.

<https://archive.org>

The Internet Archive is an American digital library with the stated mission of "universal access to all knowledge." It provides free access to collections of digitized materials, including but not limited to: websites, software applications, music, videos, moving images, and millions of public-domain books.

Relatives

Though you may have found most of your information conducting your individual search, it might be a good idea to conduct a light search on friends and family members. Remember, they may have posted information about you that an adversary may be able to access.

Ensure nothing posted in any of the search results implies or outright displays personal information you don't want discovered.

Ask immediate family members (spouse, children, etc.) to review their account settings and postings to ensure they have not inadvertently posted personal information about you or themselves.

Provide family and friends with copies of the Smartcards to help them with locking down their accounts and devices.

SELF ASSESSMENT

People Finders

You can conduct an initial search on data aggregators (aka people finders) for free, but all these sites require payment to access a full report. These sites require no special authorities; anyone with Internet access and a credit card can purchase reports, so it is a good idea to be familiar with the information that can be discovered through them.

If you find information in any of the reports that you do not want publicly available, contact the organization to opt out and request that your information be removed. (Refer to the Data Aggregator Opt-out and People Search Opt-out Smartcards for specific steps and processes) Once you've opted out of or suppressed any sensitive information you found, consider setting up Google Alerts so that you're notified if the information re-appears.

People Finder/Fee-Required Sites

www.ussearch.com
www.beenverified.com
www.intelius.com
www.radaris.com
www.truthfinder.com
www.findpeoplesearch.com
www.privateeye.com
www.usa-people-search.com
www.spokeo.com
www.locateplus.com
www.peakyou.com
www.thatsthem.com
www.familytree.com
www.instantcheckmate.com
www.publicrecords.com
www.whitepages.com
www.reversegenie.com
www.social-searcher.com
www.infospace.com
www.publicrecordsnow.com
www.findoutthetruth.com
www.truepeoplesearch.com
www.checkpeople.com
www.peoplefinder.com
<https://carsowners.net>
<https://allpeople.com>

THREATS TO IDENTITY

In Case of Identify Theft

- Notify your bank & credit card companies.
- Report ID Theft to www.FTC.gov.
- File a Police report.
- Change all passwords including on social media.
- Let friends and family know in case the criminal now has access to your emails and social media accounts.

What to Lock Down

- Any Personal Identifiable Information (PII).
- Your credit report.
- Your child's credit report.
- Your social media accounts (use the Smartcards to lock accounts down).

Actions for the Physical World

- Be aware of your surroundings.
- Invest in a safe for the home.
- Shred documents, bills, and any mail.
- Don't give out your SSN.
- Be mindful of shoulder surfers (whether on your phone, computer, at an ATM, etc.)
- Look out for credit card skimmers at ATMs and gas pumps.
- Use a locked mailbox.
- Check financial statements frequently.
- Read medical statements.
- Use credit cards instead of debit cards.
- Sign the back of credit and debit cards.

Actions for the Cyber Domain

- Use Two Factor Authentication whenever it's an option.
- Update your devices' virus protection and your passwords.
- Clear cookies and browser history frequently.
- Update, Update, Update!!! Make sure to allow your device to update to ensure you have the most up-to-date security features.
- Make sure you backup all your devices.
- Encrypt your emails.
- Never save credit or debit card information to devices, apps, or accounts for quick and easy checkout.
- Verify the source of your emails and check the links. Legitimate business emails will not ask for your PII, password, or account number.
- Don't accept friend requests from strangers.
- Start using a VPN if you aren't already using one.

Note: Be sure to check out <https://haveibeenpwned.com>. Use your own email address to see if your personal data has been compromised in any data breach. Not all data breaches are included on this website, but it is a great start to managing your identity.

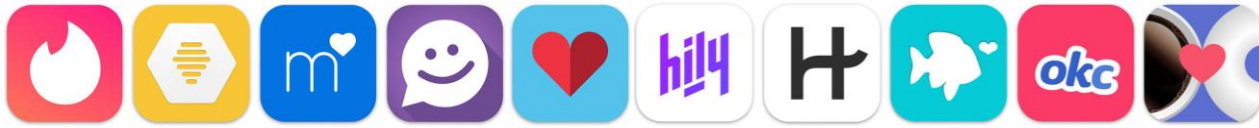
THREATS TO IDENTITY

- When buying a new car, don't leave the paperwork in the glove compartment or elsewhere in the car. Criminals who break into cars can use that information to steal your identity, not just your car.
- Consider posting travel (vacation) photos and information after you return from your trip so that criminals don't know you are away and your house is empty.
- If you are buying or selling something online and it seems too good to be true, chances are it is. A simple Google search might end up saving you a lot of time and hard-earned money.
- Consider turning off your wifi as soon as you get into your car to leave your house.
- Consider how many people have access to public wifi, then consider only using privately secured wifi.
- Consider an open-phone policy with your children so you can access their phone any time and without notice. Remember if you are “friends” with your kids online that’s only half the battle, it’s important to check on their accounts to see who and what they are talking about.
- It's always great to donate but consider verifying the authenticity of a charity and/or website first. Perhaps visiting an official website or calling the official number.
- Gamers: Consider who you are communicating and sharing information with and perhaps limit online gaming interactions to only people you have met face-to-face.
- Consider logging off your email and social media accounts when you are not using them, especially on your computer. Doing so will limit the access if an intruder gets access to your computer, either through physical access or by hacking in.

Useful Resources and Links

<https://www.identityforce.com/blog>
<https://www.common sense media.org/privacy-and-internet-safety>
<https://www.ftc.gov/>
<https://identity.utexas.edu/>
<https://www.getsafeonline.org/>
<https://staysafeonline.org/>
<https://www.idtheftcenter.org/>
<https://www.irs.gov/>
<https://www.usa.gov/identity-theft>
<https://www.consumer.gov>
<https://www.transunion.com>

DATING SITES & APPS



- **Do** protect your information and set limits on what and when you provide information to people you meet on dating sites.
- **Do** provide your own transportation when meeting someone for the first time.
- **Do** use more popular dating apps and stay away from less popular sites, which may have less security in place.
- **Do** list your age but not your full date of birth.
- **Don't** use dating app sites on public wifi. Always make sure you are connected through a secure internet connection.
- **Don't** sync social media accounts with dating accounts.
- **Don't** use photos associated with other online or social media accounts.
- **Don't** give out personal information to include phone numbers or addresses.

- ### Signs of a Scam
- Professes love quickly or claims to be overseas for business/military service.
 - Asks for money or sends links to follow off the dating site.
 - Claims to need money for emergencies, hospital bills, or travel to visit.

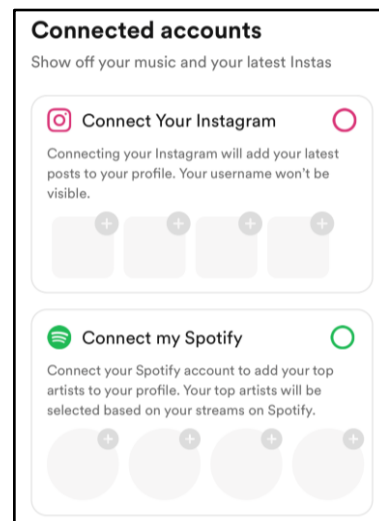
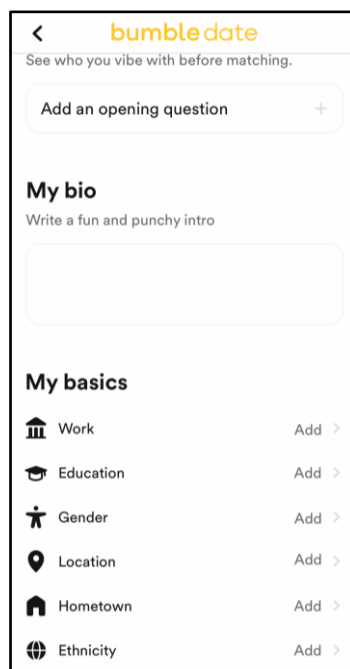
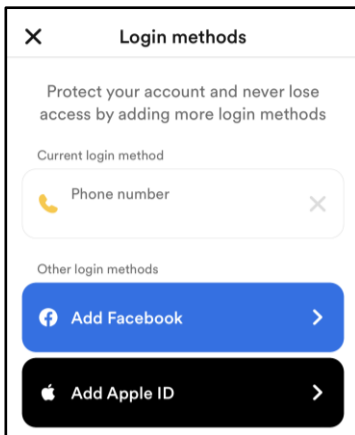
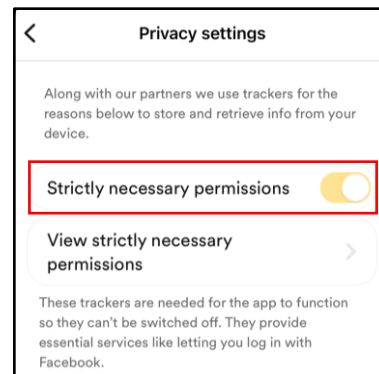
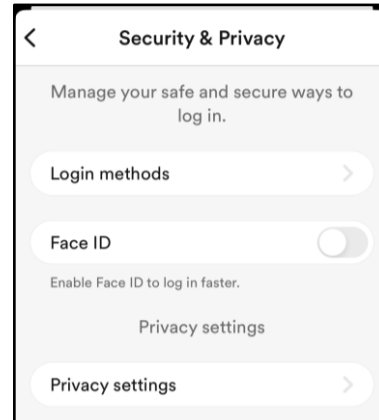
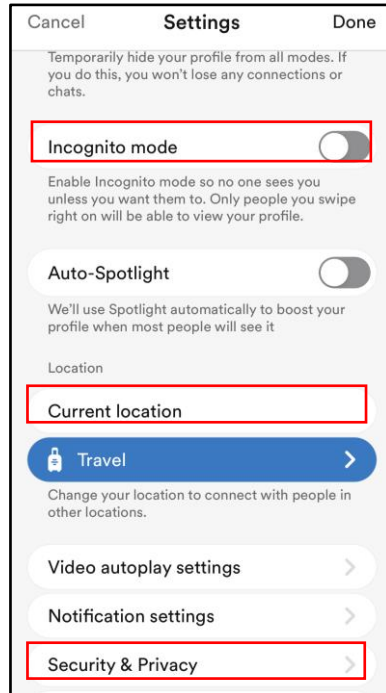
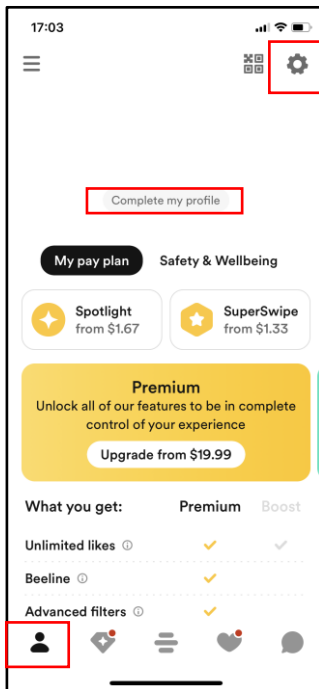
- ### Tips and Tricks
- Be anonymous: Do not include your last name or any other identifying information in your profile. During initial communications, do not provide any PII such as phone number, email address, home address, place of birth, etc.
 - Use a unique email address and username not associated with other accounts.
 - Keep your financial information private.
 - Do not meet at your house or place of work.
 - Choose a first date location that is public.
 - Do not provide specific personal questions while chatting, save that for the date. This will help to prevent giving away too much information, too early.
 - Online dating scams are known to run for months at a time. Always be on the lookout for unusual conversations and behavior, such as requesting you to follow unknown links or send money.

Be aware of fake accounts and bots on dating apps. If a profile looks incomplete or too good to be true, it probably is.

DATING SITES & APPS (BUMBLE)

Your Profile

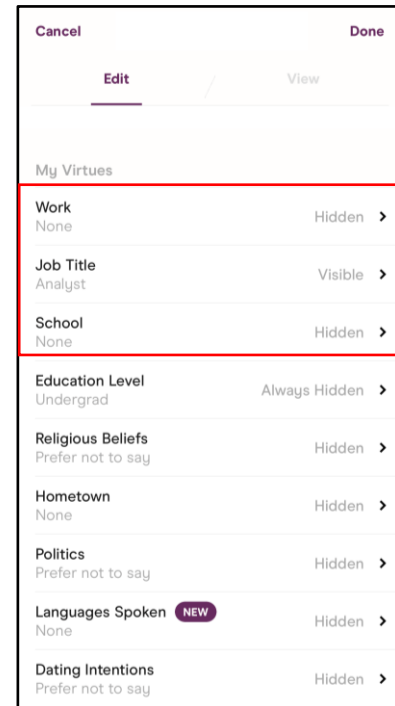
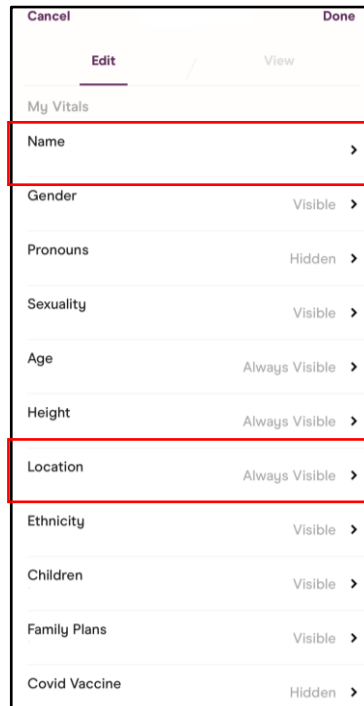
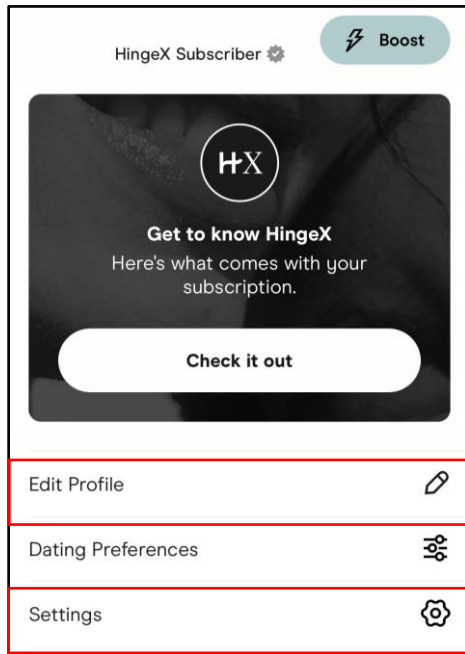
Once you open “Bumble,” navigate to the bottom left of the application and select the small person icon. Once here, at the top right is the “Settings” cog. Under “Settings,” you can edit your “Current Location,” it is not recommended you use your exact location. You can also enable “Incognito Mode” which doesn’t allow other users to see you. Under “Security & Privacy” you can select your “Login Methods;” it is not recommended you link accounts. You can also access your “Privacy Settings” where it is recommended that you turn on “Strictly necessary permissions.” Under “Complete my profile,” you can edit your basic information. It isn’t recommended that you put anything too personal, as everyone will be able to see it.



DATING SITES & APPS (HINGE)

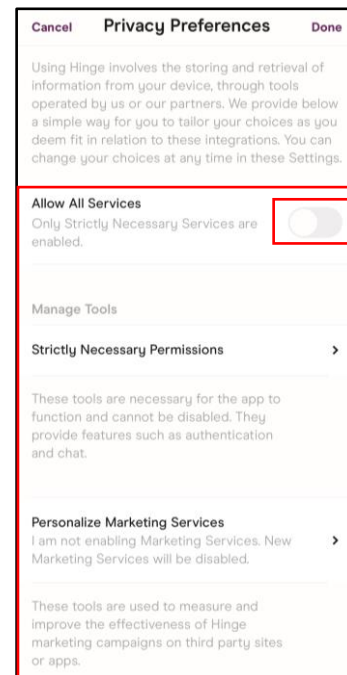
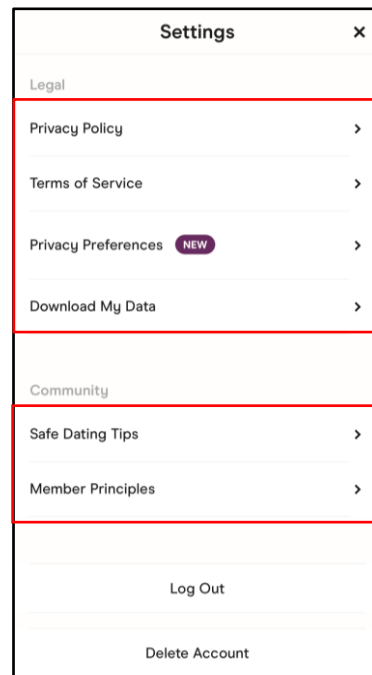
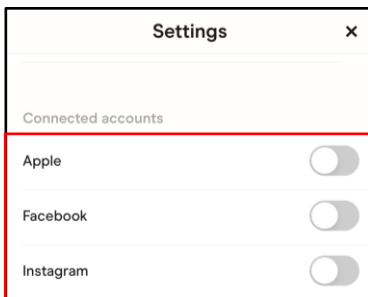
Your Profile

When on Hinge, go to “Edit Profile.” Here you can change the information about you that people can see. It is recommended that you don’t put your full name, and that you either change your location to somewhere nearby, instead of where you are actually located as Hinge doesn’t allow you to hide your location. It is also recommended that you use caution when putting where you work, what your job title is and where you're attending school. You should also go through and decide which of your information you want to be visible or hidden.



Settings

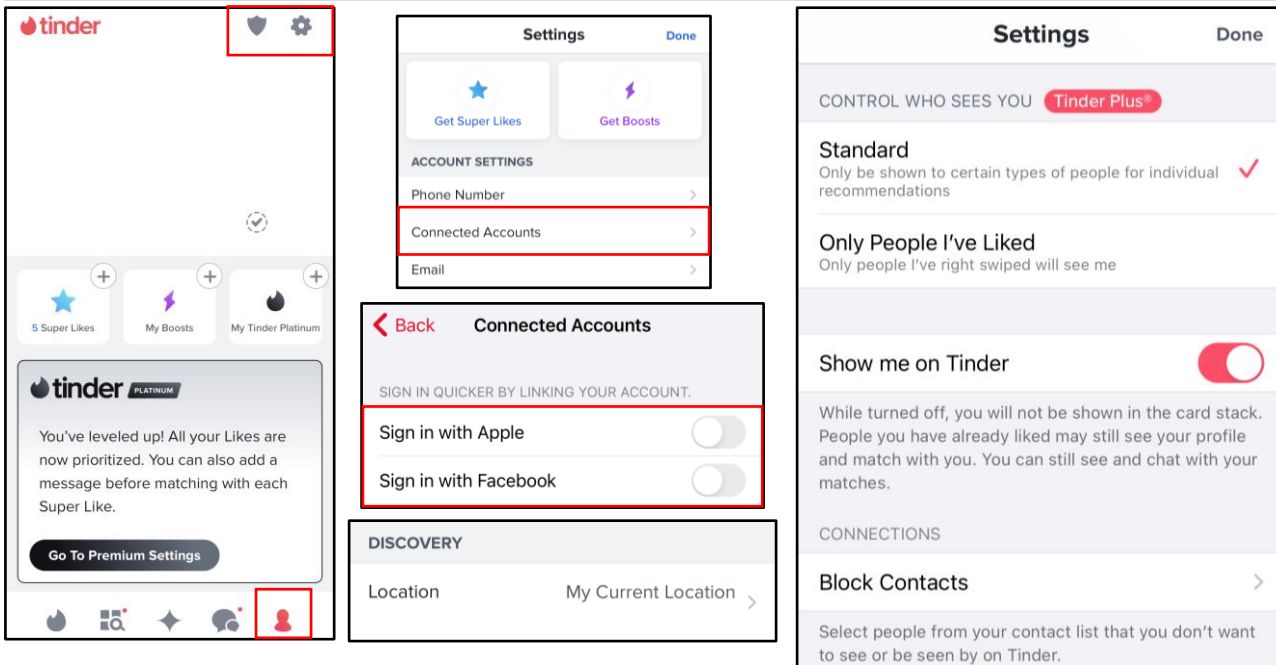
Under “Settings,” it is recommended that you don’t connect your “Apple,” “Facebook,” or “Instagram.” Under “Privacy Preferences,” it is recommended that you turn off “Allow All Services” to only enable necessary services. It is recommended that you read the “Safe Dating Tips.”



DATING SITES & APPS (TINDER)

Settings

Once you open “Tinder,” go to the “Person Icon” on the bottom right of your screen. It will bring you to the screen where you can access your “Settings,” “Edit Profile,” and “Safety” options. Under “Settings,” scroll down to where it says “Account Settings.” Here you will be able to see your “Phone Number,” “Connected Accounts,” and “Email.” It is not recommended to connect any accounts to Tinder. Under “Settings,” you will also be able to change your location, it is recommended that you don’t use your exact location. If you have “Tinder Plus,” you can change “Who can see you” to “Only People I’ve Liked.” You can also decided to turn off “Show me on Tinder” which wont delete your account, but will stop populating it to other users.

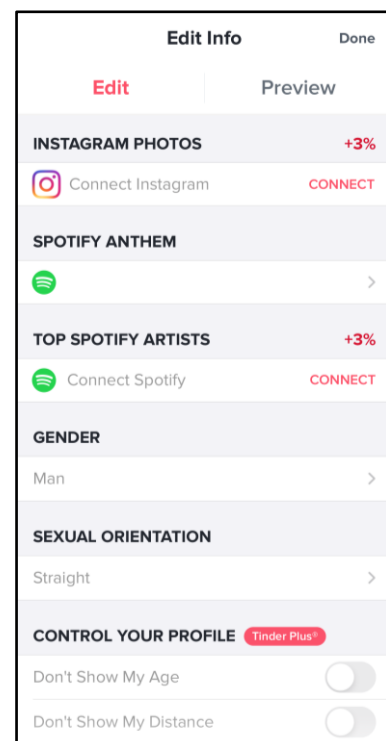
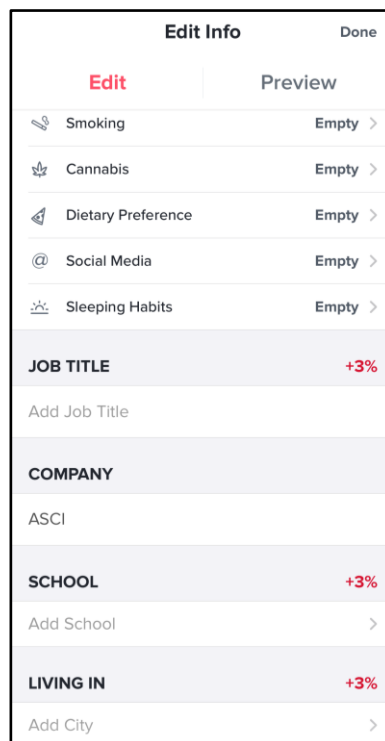


Your Profile

Under “Edit Profile,” you can edit your basic information. Everyone on Tinder will be able to see this, so it is recommended you don’t put anything too personal. If you have “Tinder Plus,” you have the option of “Don’t Show My Age” and “Don’t Show My Distance.”

Safety

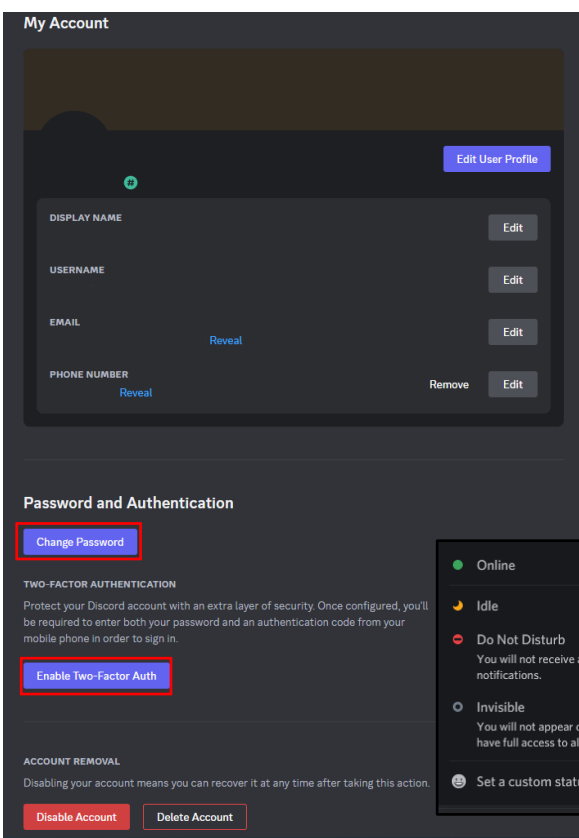
Under the “Safety,” It will bring you to articles and extra tips on how to be safe during online dating. There are also resources and phone numbers to sexual assault, planned parenthood, domestic violence etc.



DISCORD

- **Do** use caution when posting images and videos of you or your family. Be aware of your surroundings, to include identifiable locations and any other personal security vulnerabilities.
- **Do** remember there are privacy concerns when using your name and birthdate when registering for free services, such as apps and social media.
- **Do** change your password periodically and turn on Two-Factor Authentication to help keep your account secure.

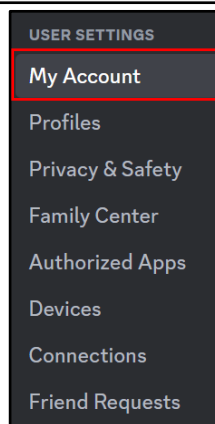
- **Don't** post anything in Discord that you wouldn't want seen by the general public. It may be a private server, but conversations and photos/videos can be captured by screenshot or recorded and leaked.
- **Don't** establish connections with people or Servers you do not know or trust. Understand that people are not always who they say they are online.
- **Don't** forget to remind family members to take similar precautions with their accounts. Their privacy and share settings can expose your personal data.



My Account

At the bottom left of Discord, click on the “Cog,” to access “My Account.” Under “My Account,” you can see your basic information and edit it as necessary. You should make sure that Two-Factor Authentication is enabled. If you decide you no longer have a need for a Discord account, you can either Disable or Delete the account.

If you select the green icon underneath your Profile Picture, it will bring up the option to set your status.

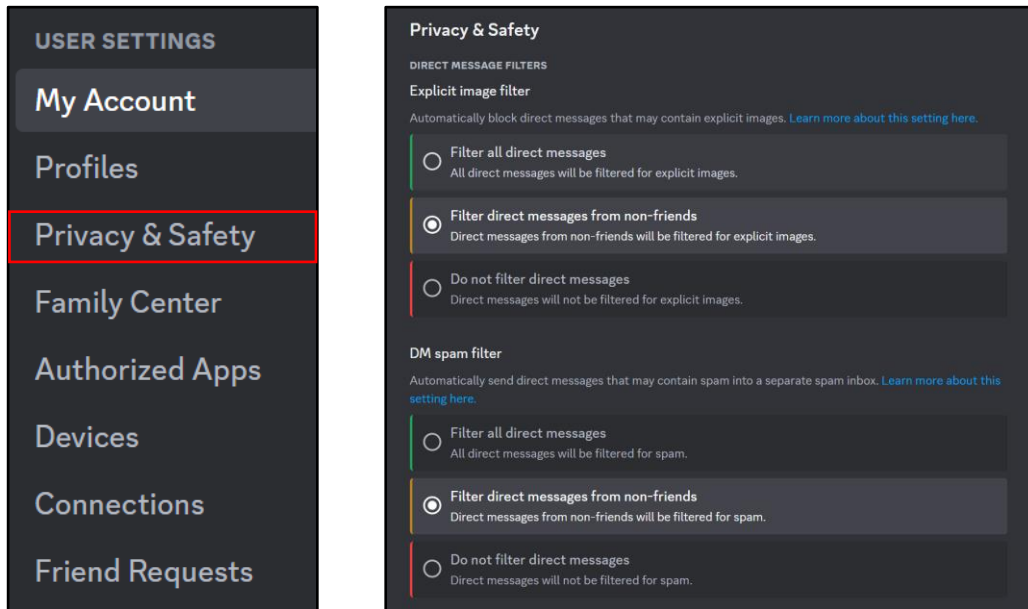


Discord is a free voice, video, and text chat app that's used by tens of millions of people ages 13+ to talk and hang out with their communities and friends. The vast majority of servers are private, invite-only spaces for groups of friends and communities to stay in touch and spend time together.

DISCORD

Privacy & Safety

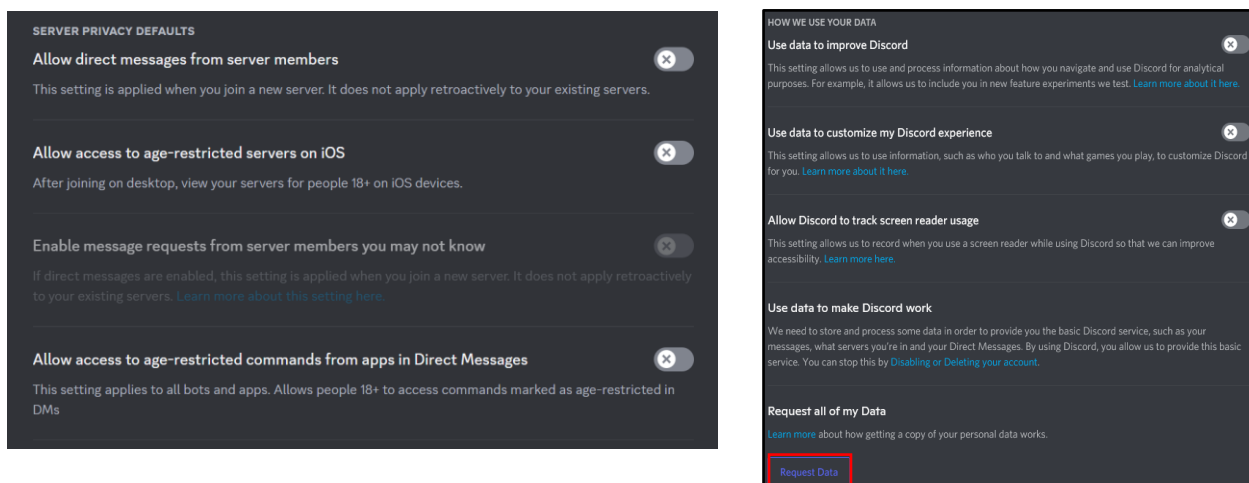
Under “Privacy & Safety” you can adjust the settings on what “Explicit Images” you can see and if you want your “Direct Messages” sent to spam. It is recommended that you have it set to “Filter direct messages from non-friends” at the minimum.



Privacy & Safety

Under “Server Privacy Defaults,” there are options to “Allow Direct messages from server members” and “Allow access to age-restricted servers on IOS.” It is recommended you don’t join servers you don’t trust, however here you can turn off the ability for server members to Direct Message you. It is also recommended you keep “Enable message requests from other server members you may not know” turned off.

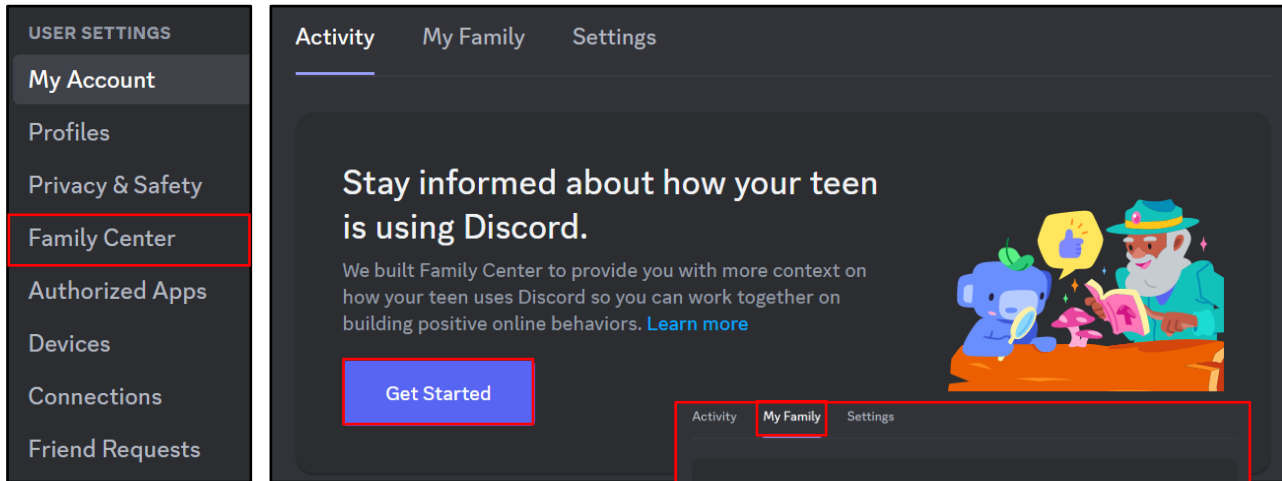
Under “How we use your Data,” it is recommended that you turn all options off so that Discord isn’t gathering any data from you. If you want to know what data Discord has collected, you can “Request Data,” which can take up to 30 days to receive.



DISCORD

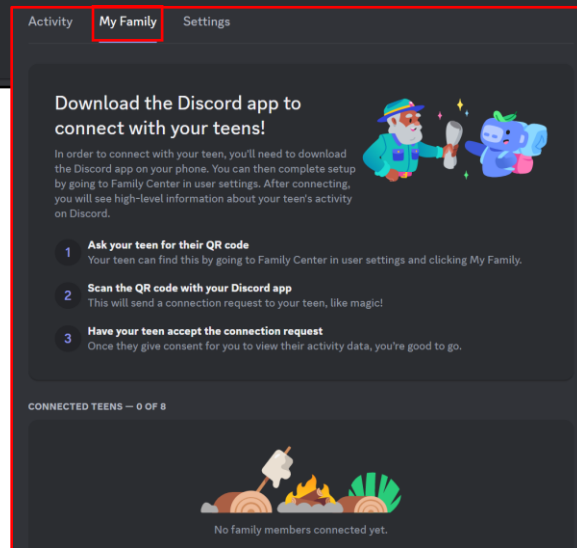
Family Center

Still under “User Settings,” you can navigate to “Family Center.” Here you can utilize discord to help kids your kids safe by monitoring who they’re in contact with. Once you click “Get Started,” discord will help you through the process.



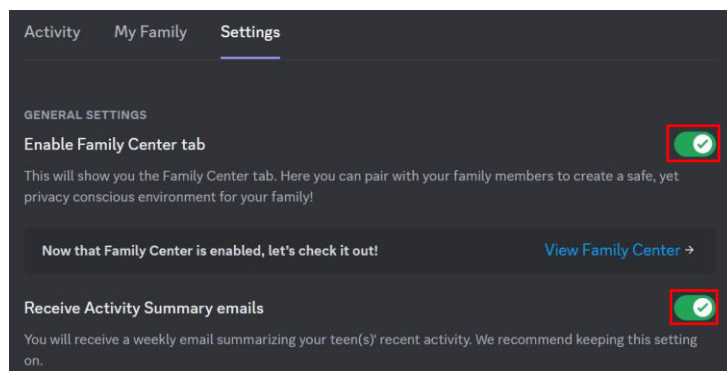
Family Center

After you click “Get Started,” the directions to the right will appear on your screen. Once you have connected with your teen, it will show it under “Connected Teens.” You can always reach this tab by going to the “My Family” tab.



Family Center

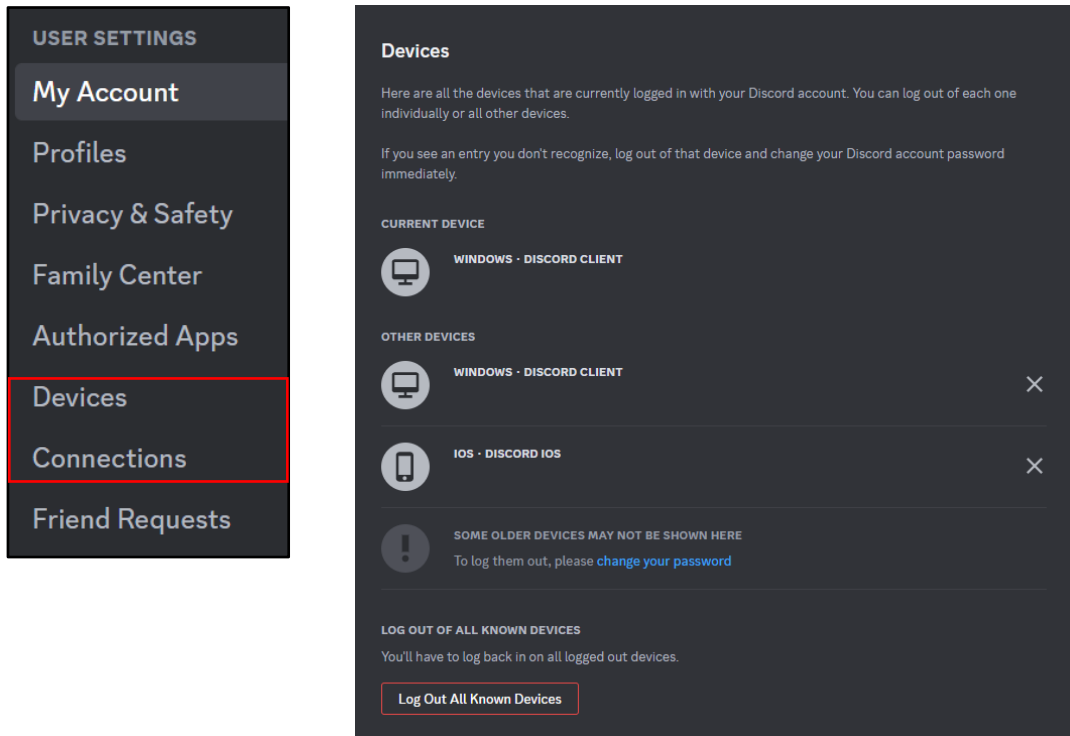
Under the “Settings” tab, you can “Enable Family Center tab” and also choose to “Receive Activity Summary emails” which gives you a weekly email of your teens activity.



DISCORD

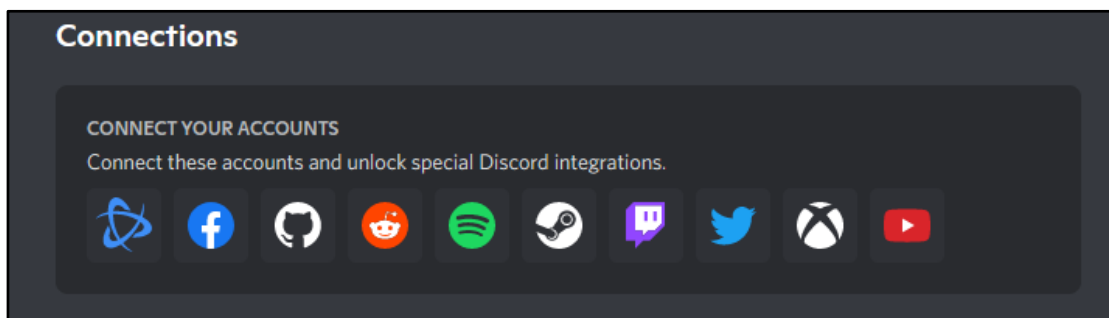
Devices

Under “User Settings,” locate the “Devices” Tab. Here you can see all the devices that your discord is connected to. If there is a device connected that you don’t recognize, it is recommended that you log out of it and change your password immediately. You can also choose to “Log out of all known devices” at the bottom.



Connections

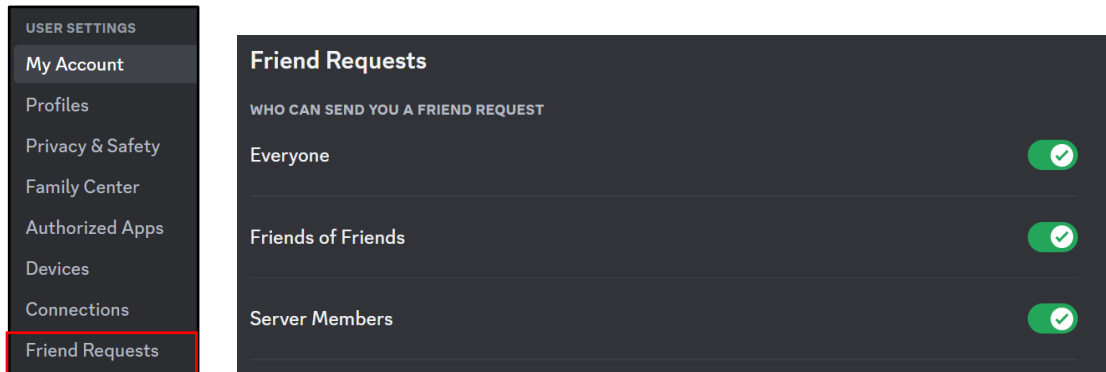
Under “User Settings,” locate the “Connections” Tab. There are tons of application that Discord recognizes and can connect to your account. However, it is recommended that you don’t link your accounts.



DISCORD

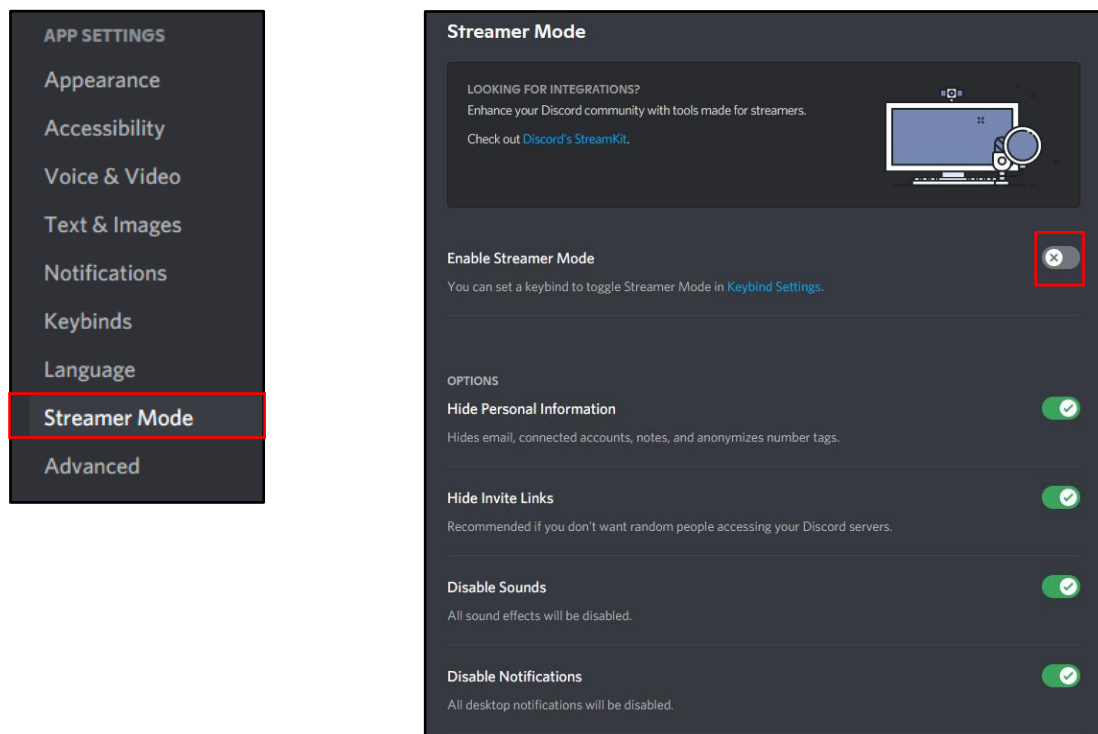
Friend Requests

Under “Friend Requests,” you can choose who send you friend requests. It is recommended you take caution if you choose to enable “everyone” and to always verify who the person sending the request is before accepting it



Streaming

Under “App Settings,” there is an option to enable “Streamer Mode.” If you stream, and you use Discord as an integration tool to do so, it is recommended that you keep “Streamer Mode” on. Here you can choose the options that best suit your privacy settings.

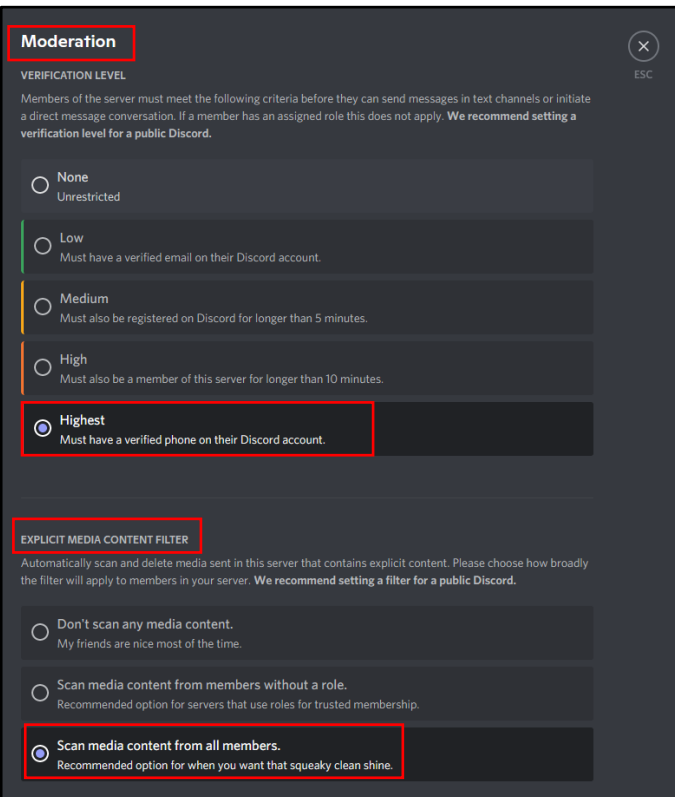
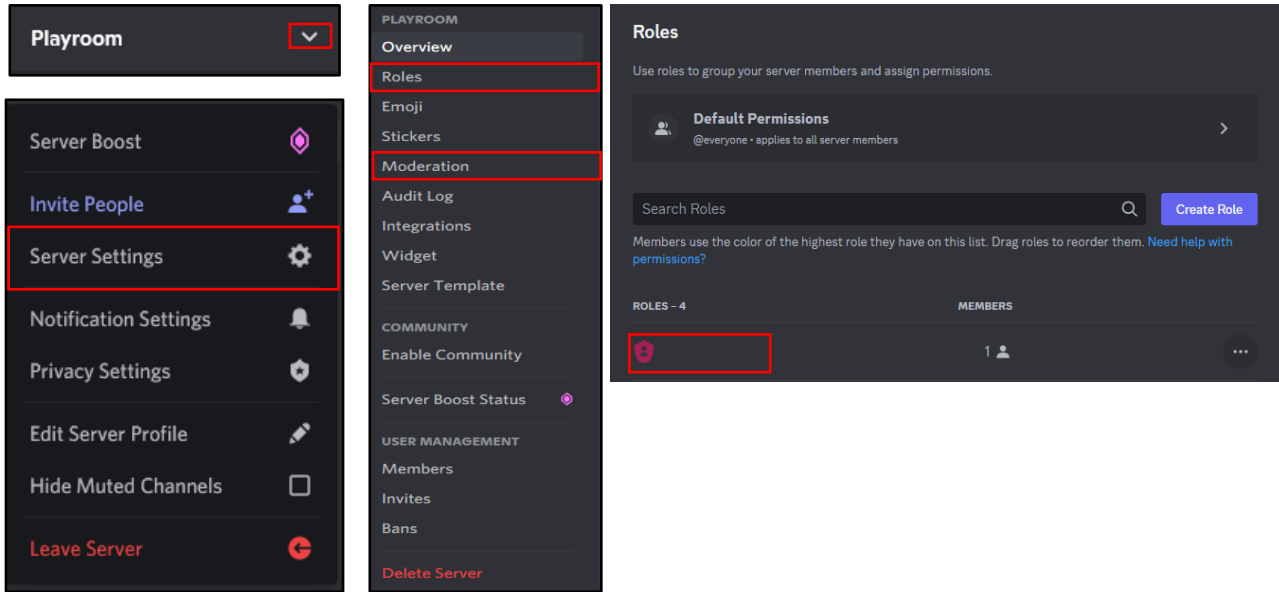


Discord prioritizes safety and privacy among community members. They don't sell your personal data or share it with third parties for advertising purposes.

DISCORD

Roles

In your Discord server, there is a drop-down arrow as highlighted in red to the left. From here you can access the “Server Settings.” Once there, you can go over to “Roles,” which allows you to create specific roles for members in your discord server. Each “Role” can have different permissions, with varying levels to it.



Moderation

Under “Overview” in your Discord server, go to the “Moderation” tab. Here you are able to set the “Verification Level,” which allows you to control the criteria a Discord user in your server must have before they can send messages or direct messages. You can also set the “Explicit Media Content Filter” which will scan and delete media that contains explicit content. It is recommended that you set these to “Highest” and “Scan media content from all members.”

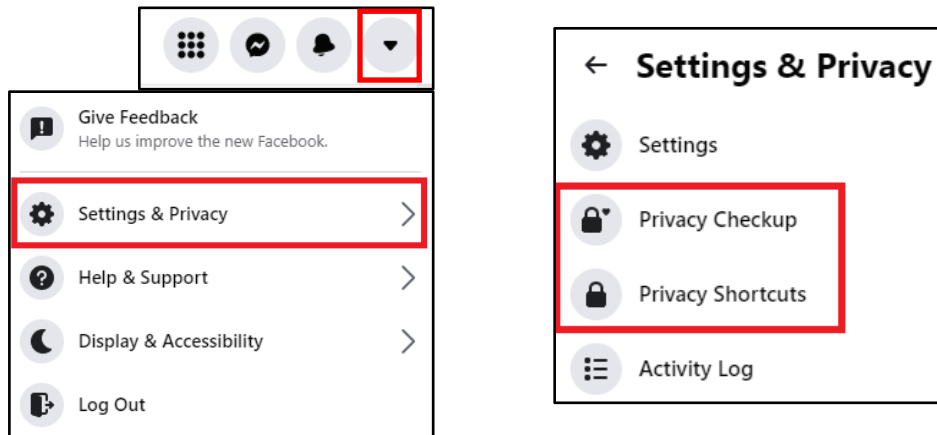
FACEBOOK

- **Do** use pictures of something other than yourself for cover and profile photos. Cover and profile photos are always Public.
- **Do** use caution when posting images and videos of you or your family. Be aware of your surroundings, to include identifiable locations and any other personal security vulnerabilities.
- **Do** select “Only Me” or “Friends” for all available settings options. Ensure that family members take similar precautions with their accounts.
- **Don't** add your birthdate, location, phone number, or other personal details to your profile. If you do add this information, make sure its privacy toggle is set to “Only Me.”
- **Don't** link your Facebook account to any third-party applications such as Twitter, LinkedIn, or gaming apps.
- **Don't** establish connections with individuals you do not know and trust.
- **Don't** discuss specific or sensitive details on Facebook...keep discussions general.

Privacy Checkup

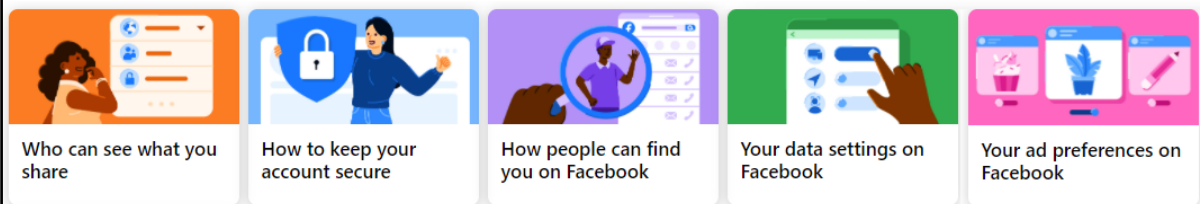
Starting at the Home Page, select the Down Arrow in the top right corner (shown below) and select “Settings & Privacy.” Next, select “Privacy Checkup” and walk through each box on the screen that follows. This is an abbreviated version of the full privacy settings review. You could also use this feature to complete checks on a regular basis, for instance each month, just to make sure you stay on top of changes. Secondly, you can select “Privacy Shortcuts” to quickly get to additional privacy information and access useful details about Facebook’s ad policy and processes.

In recent years, Facebook has continuously enhanced its privacy efforts to better protect user data. As a result, settings change often, and new settings may be added at any time.



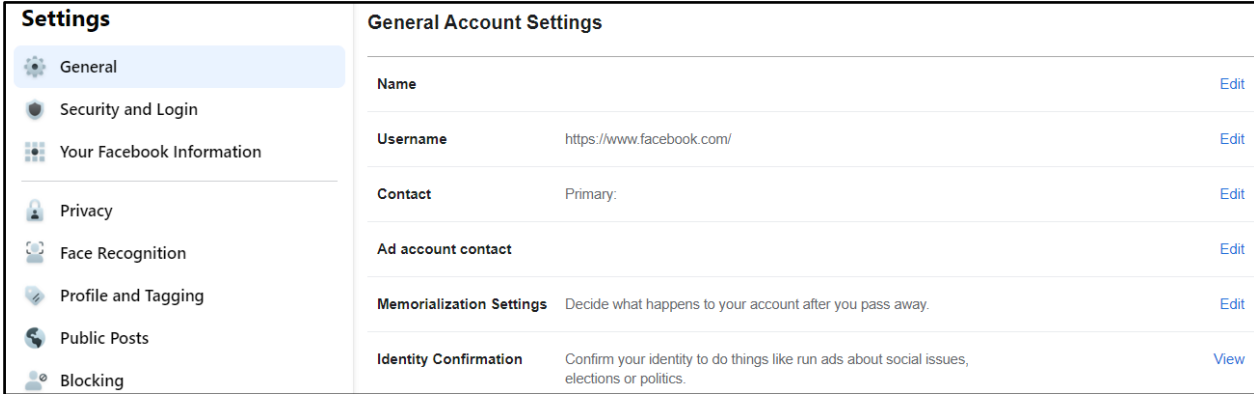
Privacy Checkup

We'll guide you through some settings so you can make the right choices for your account.
What topic do you want to start with?



FACEBOOK

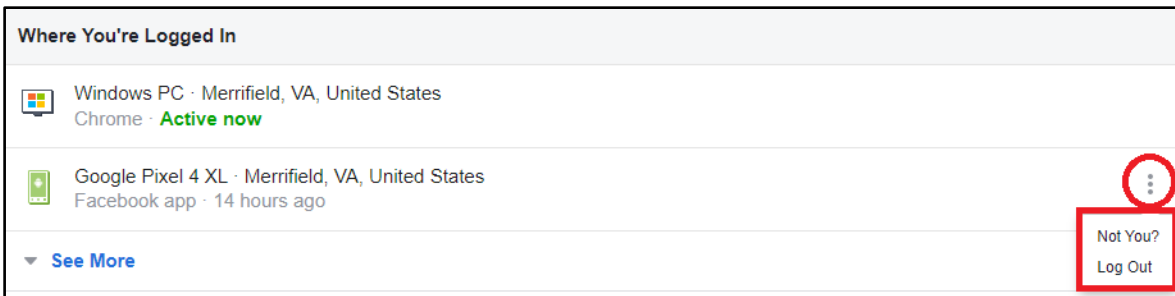
Starting in the “General” section, go through and review your information. Remember, your “Username” (in your profile URL) will be Public, along with your “Name.” In this section you can add a new email address and phone number, decide what happens with your account when you die, and direct Facebook ads to a different email address.



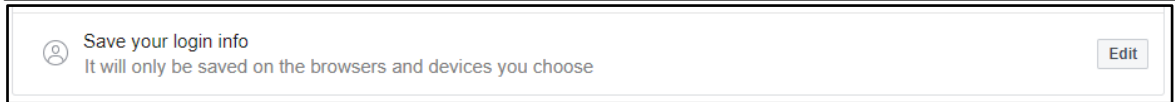
The screenshot shows the Facebook Settings page with the 'General' section selected. The 'General Account Settings' are displayed, including fields for Name, Username, Contact, Ad account contact, Memorialization Settings, and Identity Confirmation. Each field has an 'Edit' button to its right.

Setting	Value	Action
Name		Edit
Username	https://www.facebook.com/	Edit
Contact	Primary	Edit
Ad account contact		Edit
Memorialization Settings	Decide what happens to your account after you pass away.	Edit
Identity Confirmation	Confirm your identity to do things like run ads about social issues, elections or politics.	View

Under “Security and Login,” look at the “Where You’re Logged In” section and ensure you recognize each location Facebook has you logged in from. Some of these locations can be repetitive based on different sessions, devices, or browsers. If you do not recognize a location, you can select the three dots and choose “Not You?” Facebook will take you through steps to help ensure your account is secure. Next, under “Login,” select “Save your login info,” you have the choice to keep yourself logged in on any device you choose. It is recommended that you NOT enable this function, and instead choose to log in each time you open Facebook. This way your account is secure even if you lose your computer or mobile device. Select the “Edit” button to the right of the “Save your login info” and then select “Remove saved login info.”

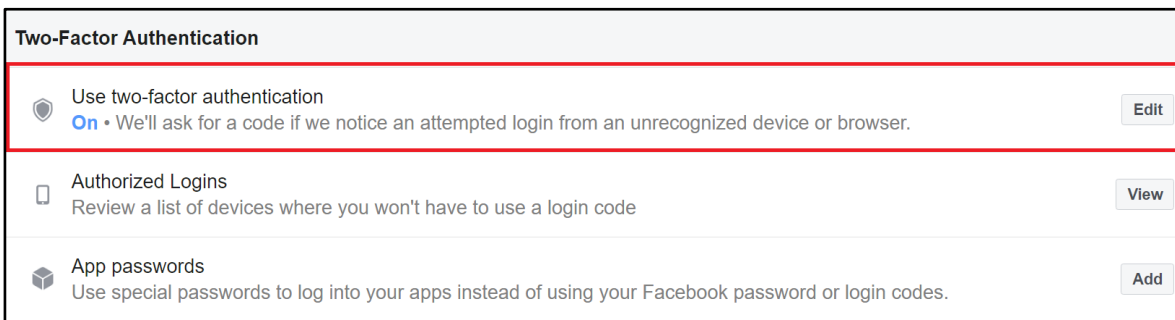


The screenshot shows the 'Where You're Logged In' section with two entries: 'Windows PC · Merrifield, VA, United States' (Chrome · Active now) and 'Google Pixel 4 XL · Merrifield, VA, United States' (Facebook app · 14 hours ago). A red box highlights the three-dot menu icon and the 'Not You?' and 'Log Out' options.



The screenshot shows the 'Save your login info' section with the text 'It will only be saved on the browsers and devices you choose' and an 'Edit' button.

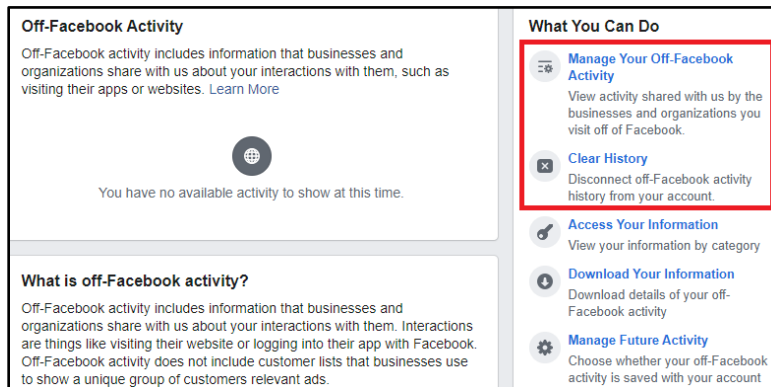
It is recommended that you enable Two-factor Authentication in order to give your account the highest level of security available. Click on the “Edit” button to the right of “Use two-factor authentication” and choose the security method you prefer or are most familiar with. A security code will be sent to you for verification each time you log in.



The screenshot shows the 'Two-Factor Authentication' section with three options: 'Use two-factor authentication' (On · We'll ask for a code if we notice an attempted login from an unrecognized device or browser. Edit), 'Authorized Logins' (Review a list of devices where you won't have to use a login code. View), and 'App passwords' (Use special passwords to log into your apps instead of using your Facebook password or login codes. Add).

FACEBOOK

Next, go back to the column on the left-hand side and select “Your Facebook Information.” Select “Off-Facebook Activity” and clear your history. It is highly recommended that you forbid Facebook from tracking your “Off-line” activity. Select “Clear History” and click on the “Clear History” button on the pop-up. Also consider selecting “More Options,” then “Manage Future Activity” to limit the kinds of information Facebook can collect from your “Off-Facebook Activity” in the future. Follow the prompts to “Manage Future Activity.”



Now head back to your “Settings” page and select “Privacy” from the tabs on the left side. Completing this section is one of the most important aspects to keeping your information safeguarded on Facebook. This section puts you, the user in charge of decisions about where your data goes and who can see it. Take some time to ensure each section is set to your preference. It is recommended no category be set to “Public.” If you have friends on your Facebook that you do not fully trust, it is a good idea to select “Only Me” where your personal information is concerned.

It is recommended choosing “Only Me” wherever possible but understand that this could undermine the “social” intent of Facebook. It is strongly recommended you leave the “Only Me” setting for “Who can see your friends list” to protect yourself and your social network. Where you cannot leave “Only Me” selected, the next best option is to choose “Friends.” Finally, it is recommended you do not allow Facebook to link other search engines to your profile.

Your Activity	Who can see your future posts?	Friends	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
	Who can see the people, Pages and lists you follow?	Custom	Edit
How People Find and Contact You	Who can send you friend requests?	Friends of friends	Edit
	Who can see your friends list?	Custom	Edit
	Who can look you up using the email address you provided?	Friends	Edit
	Who can look you up using the phone number you provided?	Friends	Edit
	Do you want search engines outside of Facebook to link to your profile?	No	Edit

FACEBOOK

Next, head back over to the left side “Settings” menu and select “Face Recognition.” It is recommended that you not allow Facebook to recognize your face in videos or photos. Simply select “Edit” and “No” from the drop-down menu.

Face Recognition Settings

This setting allows Facebook to recognize whether you're in a photo or video. For more information about how and when we recognize you, visit the [Help Center](#).

Face Recognition Do you want Facebook to be able to recognize you in photos and videos? **No** [Edit](#)

Now select “Profile and Tagging” from the side “Settings” menu. It is recommended that all items be updated from “Public” to either “Friends” or “Only Me.” Make sure to turn “On” each section under “Reviewing” so that any tag created with your name on it requires your review before being posted.

Under “Reviewing,” you can also view your profile from the perspective of the public. Select “View As” next to “Review what other people see on your profile.” While reviewing your profile from the public perspective, take note of anything you want to lock down or delete, such as old profile pictures.

Profile and Tagging

Viewing and Sharing Who can post on your profile? **Friends** [Edit](#)

Who can see what others post on your profile? **Friends** [Edit](#)

Allow others to share your posts to their stories? **Off** [Edit](#)

Hide comments containing certain words from your profile **Off** [Edit](#)

Tagging Who can see posts you're tagged in on your profile? **Friends** [Edit](#)

When you're tagged in a post, who do you want to add to the audience of the post if they can't already see it? **Friends** [Edit](#)

Reviewing Review posts you're tagged in before the post appears on your profile? **On** [Edit](#)

Review what other people see on your profile [View As](#)

Review tags people add to your posts before the tags appear on Facebook? **On** [Edit](#)

In the “Location” section make sure Facebook shows your location as “Off.” You must also turn your location settings to “Off” on each of your mobile devices to ensure your location data is not shared with Facebook.

Location Settings

To help explore what's around you, Location History allows Facebook to build a history of precise locations received through Location Services on your mobile devices. Only you can see this information, and you can delete it by viewing your Location History on your mobile device or on your computer. [Learn More](#) [View Location History](#)

Location History Turn on Location History for your mobile devices? **Off** [Edit](#)

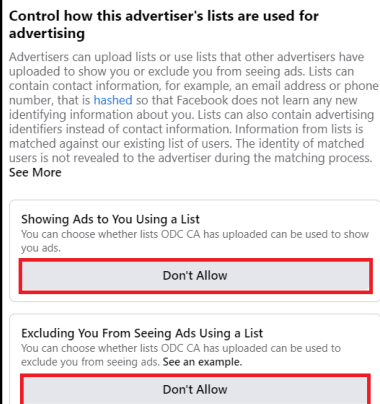
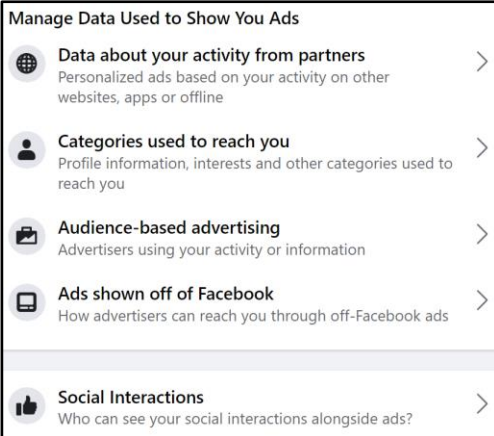
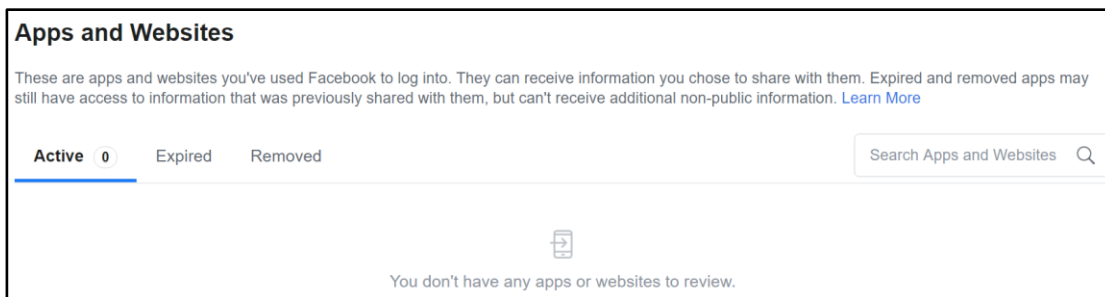
FACEBOOK

The “Stories” function has become popular, so it is important to remember to lock it down. Luckily, Facebook has created a new feature that prohibits others from sharing your Stories. Select “Stories” from the Settings menu and set both “Sharing Options” to “Don’t Allow.”



Now for the “Apps and Websites” section. For security purposes, this section should have zero apps or websites listed. If there are any apps or websites listed, it means you have allowed them to log you in with your Facebook account or to share data between platforms.

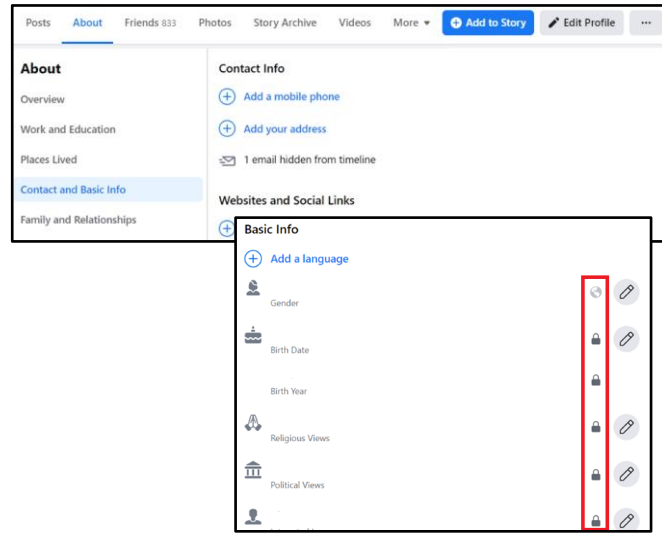
If you have allowed apps or websites access to your Facebook account, you can remove and delete those accesses here. Make sure to check the “Active” and “Expired” section tabs at the top of this box.



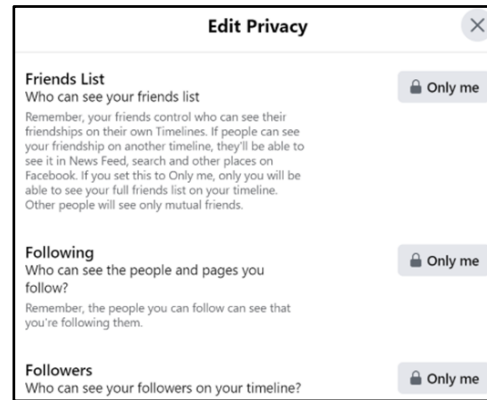
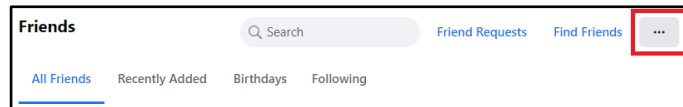
On the left side “Settings” menu select “Ads.” This will take you to the “Ads Preference” section. Most important here is the “Ad Settings” section. In this section you can manage where Facebook allows ads to pull information about you from. It is recommended that you do not allow Facebook to personalize ads for you on any account you may have linked to Facebook (which ideally should be none). Next in “Categories used to reach you” it is recommended that you toggle each section to off so that Facebook ads cannot use your personal information to provide ads to you. In this same section it is also important to review the “Interest Categories” and the “Other Categories,” both of which have additional information that can be limited. Now, select “Audience-based advertising” to review each advertiser that uses your information to generate ads. It is a best practice to go through each listed advertiser who is using your information. Select the advertiser then select the section under “Why are you in this advertiser’s audience?” and select “Don’t Allow” in each section where it is permitted (shown to the left highlighted in red). Finally, select “Ads shown off of Facebook” where it is recommended you select “Not Allowed” to prevent advertisers from pushing ads to you while off Facebook.

FACEBOOK

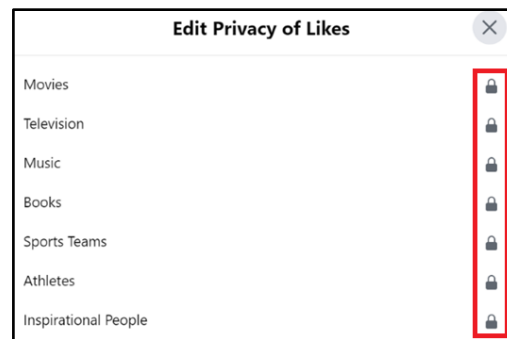
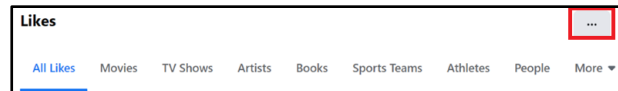
Now that you have completed the “Settings” sections, let’s secure your personal profile information. From the “Home” screen, select your profile picture or username to take you to your profile page. Next, select “About” on your profile page. You should go through each topic in the “About” section and make sure the privacy settings are as secure as possible. You will see two update opportunities for each item: “Privacy” and “Edit.” For whom the information is seen by, it is recommended you choose “Only Me” as much as possible, and “Friends” as a second choice. When editing, remember to include the least amount of information possible wherever you can. You can leave some inputs blank but when you need to provide information, keep it vague.



Next is the “Friends” section. Here, select the ellipsis button in the upper right corner of the section. Select “Edit Privacy” and then adjust the settings in the pop-up box (see right). It is recommended setting all three options to “Only Me.”



The things you “Like” on Facebook can be analyzed to create an accurate profile of you. This information can be a lot more dangerous than you might imagine. In the “About” section, scroll down to “Likes” and you will be able to control who sees each category by selecting the ellipsis button to the right of each interest (e.g., sports, music). Select “Edit Privacy” and set your “Likes Privacy” icon to “Only Me” or “Friends” on each section. “Only Me” is the most secure choice and recommended whenever possible.



Although you have enhanced the security of your “Likes” categories, you will need to repeat the process in each section that is currently visible on your profile. If you do not want or need people to view what you “Like,” it is highly recommended that all topics be “Only Me” in order to prevent unknown users from gaining information about you.

INSTAGRAM

- **Do** use caution when posting images and videos of you or your family. Be aware of your surroundings, to include identifiable locations and any other personal security vulnerabilities.
- **Do** remember there are privacy concerns when using your name and birthdate when registering for free services, such as apps and social media. It is not necessary to use your real name or birthdate when creating an account.
- **Do** change your password periodically and turn on Two-Factor Authentication to help keep your account secure.

- **Don't** use geo-location tags — Geo-tags that give your location pose a personal security risk. Although Instagram deletes metadata (including geo-tags) from photos during uploading, disabling them on your devices is good general safety practice.
- **Don't** establish connections with people you do not know. Understand that people are not always who they say they are online.
- **Don't** forget to remind family members to take similar precautions with their accounts. Their privacy and share settings can expose your personal data.

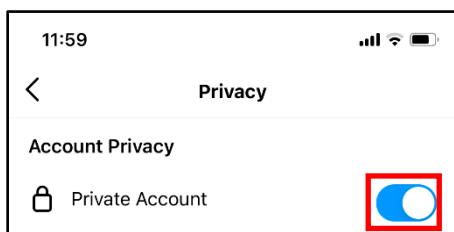
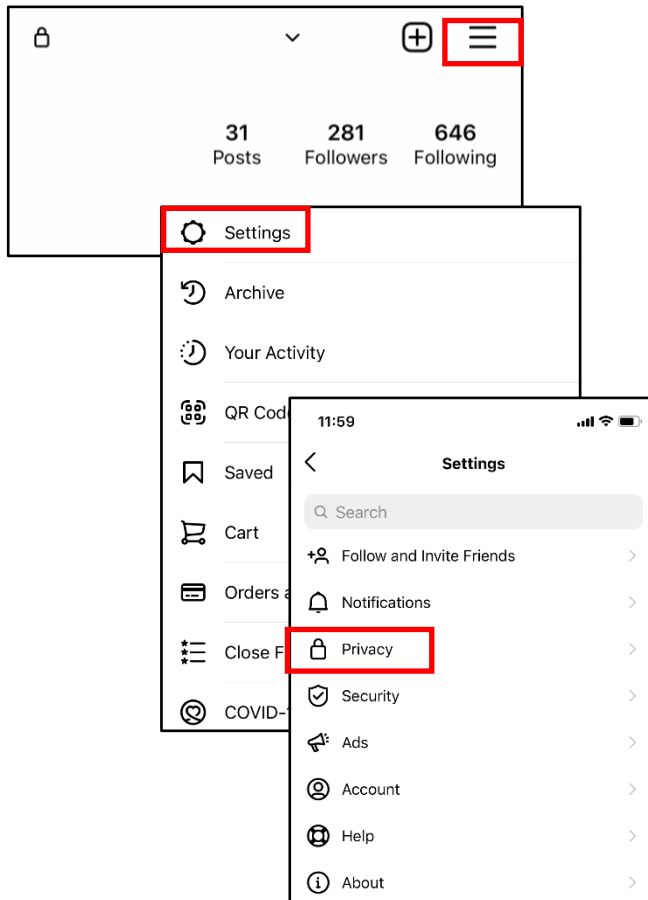
Privacy Settings

It is highly recommended that you set your account to "Private."

Select the "Menu" icon located at the top or the bottom of your screen. Select the first option, "Settings," then select "Privacy."

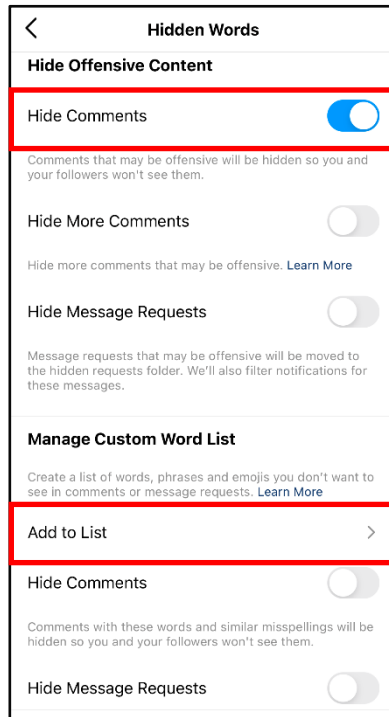
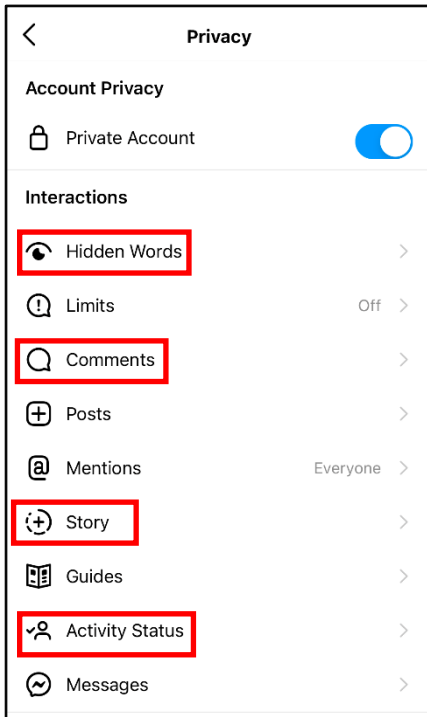
At the top, you'll see the "Account Privacy" section, then toggle "Private Account" to "On." If you are on your computer, the "Settings" tab will be located under your profile icon in the top right.

In "Privacy Settings," you can update settings for "Comments," "Tags," "Mentions," etc.



Instagram now provides you with the ability to update your settings on either your mobile device or computer. It is important to note that while some settings are available only on your smart device and a few are only available on your computer, but security settings on mobile devices are typically more robust! Any device used to access Instagram should be checked. * Images are of iPhone (iOS)

INSTAGRAM



Comment Controls

There are many useful features under the “Privacy” tab. First choose “Hidden Words,” then adjust the settings under “Hide Offensive Comments.”

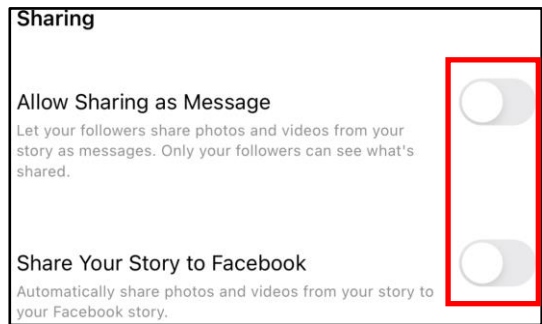
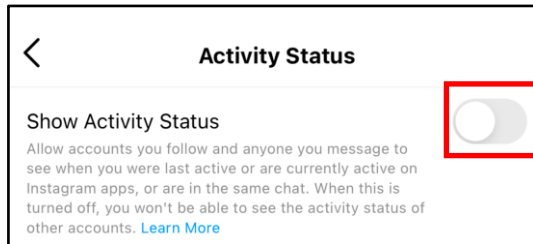
Especially for children’s or teen’s Instagram accounts, you may want to filter the kinds of feedback allowed on their posts. Here, you can block comments from certain people and filter out offensive comments including specific words you designate yourself.



Sharing and Activity Status

You will also see “Activity Status.” This function allows users to see when you are active on Instagram. If you do not want users to know when you are active you can select “Activity Status” and toggle to “Off.”

In “Story,” identify the section titled “Sharing,” toward the bottom of the page. Here you will be able to turn off the “Allow Sharing as Message” function, which allows others to share stories that you have posted. It is also recommended that you take a second to ensure the “Share Your Story to Facebook” function is “Off.”

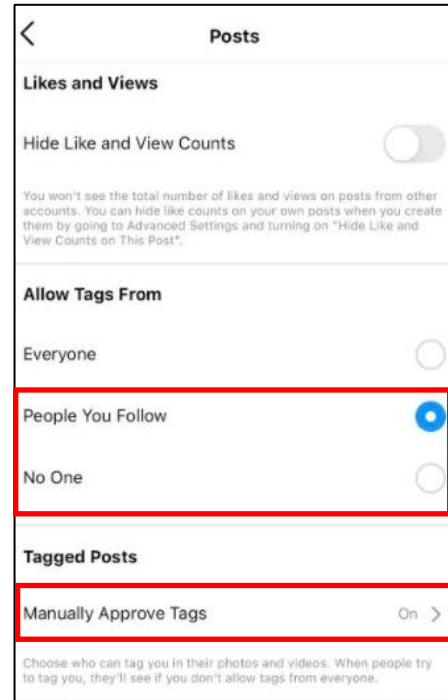


87% of Instagram users are from outside of the US. Therefore, it is extremely important to vet your followers before you trust them with your profile.

INSTAGRAM

Tagging

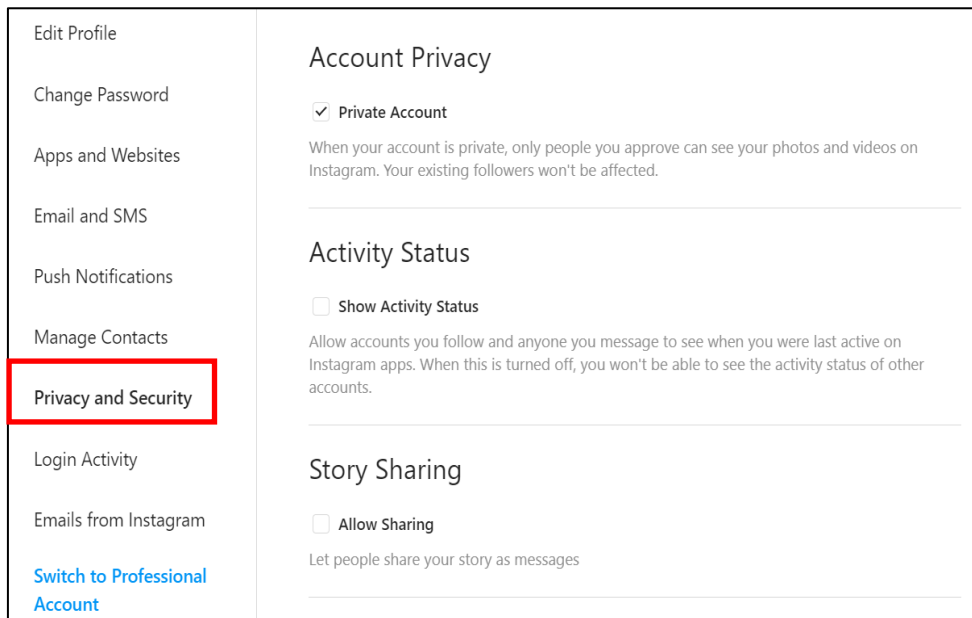
Next, you want to make sure you are in full control of pictures of you that are online - for this, review the “Tags” menu. From the “Privacy” menu, select “Posts.” For best security, identify “Allow Tags From” and select “No One,” which will allow no one to tag you in their photos. Alternatively, choose “People You Follow.” Also, under “Tagged Posts,” ensure that “Manually Approve Tags” is set to “On,” or select this option and toggle it “On.”



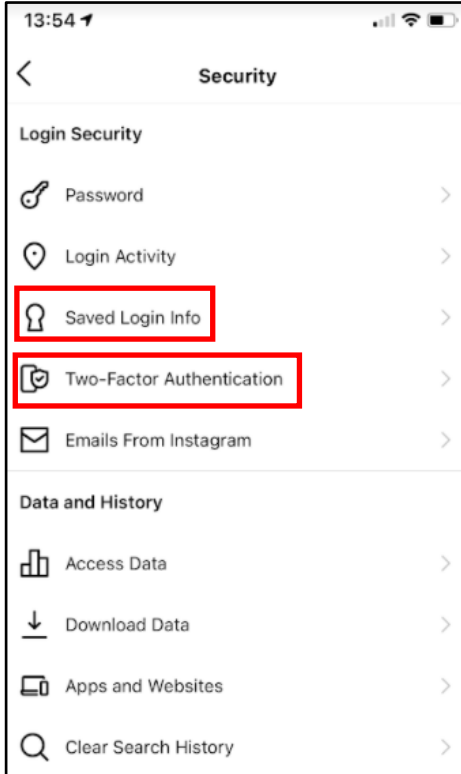
Additional Privacy Setting Considerations

The remaining items under the “Privacy” tab allow you to restrict, block, and mute Instagram accounts as you see fit.

Once you have adjusted the “Privacy” settings on your mobile device, it is a good idea to check them on your computer application. Ensure your preferences have been updated and any unique settings reviewed and set accordingly.



INSTAGRAM

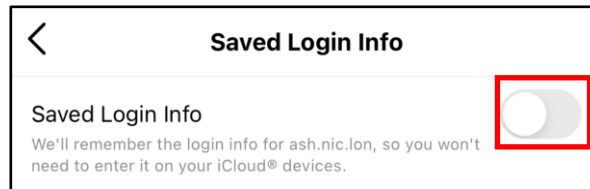


Security Settings

With your “Privacy” secured, the next important feature to address is “Security” on your Instagram account.

Saved Login Information

Back under “Settings,” select “Security,” located under the “Privacy” section you just completed. First, select “Saved Login Info,” then ensure the toggle is set to “Off.” This way, if someone steals your device, they will not also have instant access to your Instagram account.

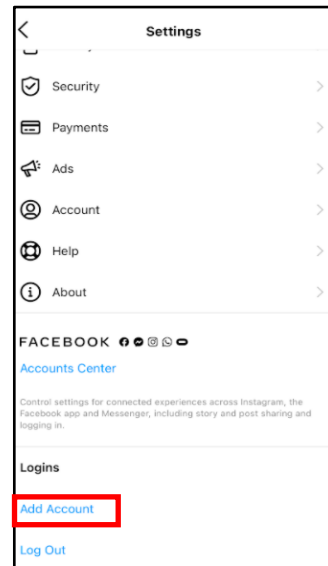


Two-Factor Authentication

“Next, under “Security,” select “Two-Factor Authentication.” It is recommended that you choose this function in order to better protect your account. On the following screen, select “Get Started,” then choose your preferred authentication method.

Adding Accounts

There is a function located in “Settings” called “Add Account,” where you can add unlimited additional accounts to your mobile device. For instance, a parent would be able to add a child’s account to theirs as a way of monitoring activity. Depending on the settings of the account, you may be able to access the added account without entering a password.

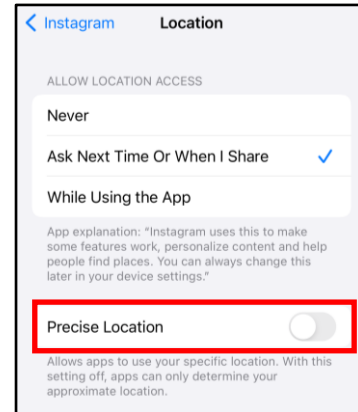
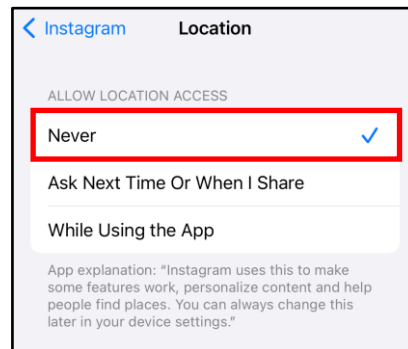


The dangers of the “Add Account” feature are significant for teenagers, who are less inclined to consider security. Only allow others you know and trust to “Add Account.” You should not try to access your account on someone else’s mobile device, and always remember to log out, especially when using a different device.

INSTAGRAM

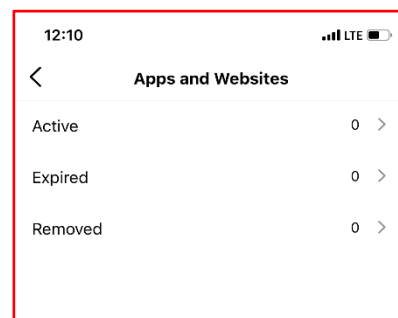
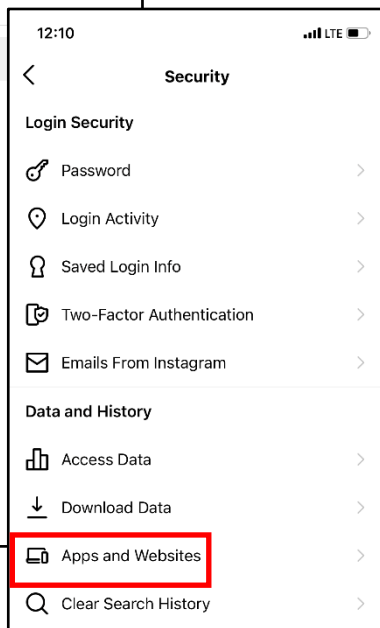
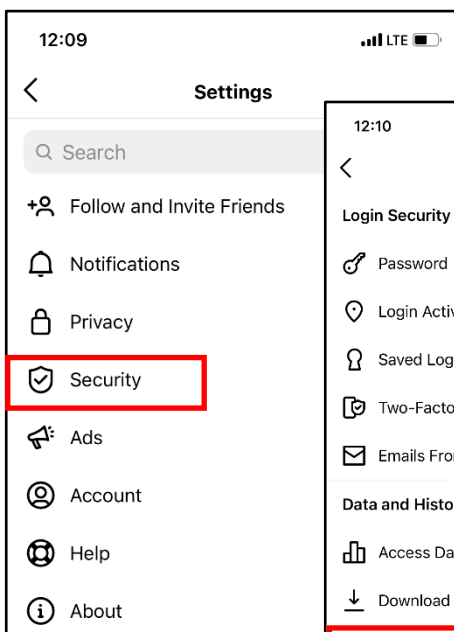
Access to Photos/Location

There is an option in the settings tab to deny Instagram having persistent access to all your photos. It is recommended you only allow Instagram access to the photos/videos on your device(s) at the time you want to upload them. It is also recommended that you turn your "Location" settings to "Never." If not, it is strongly suggested you turn off "Precise Location." "Allow Tracking" should also be turned off, so that you're not being tracked across other apps and websites. (Android automatically defaults to turned off.)



Google Photos

If you don't want your Instagram photos or videos to appear on Google, It is recommended you revoke access to third-party apps and websites and set your account to private. It may take time for these sites and Google to re-index and remove the images, even if you delete your account. You can also contact the app that's displaying your photos on Google to expedite the process.

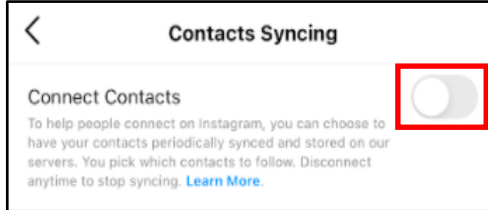


If your account is secured according to the recommendations in this card, it will show zero apps and websites registered.

INSTAGRAM

Contact Syncing

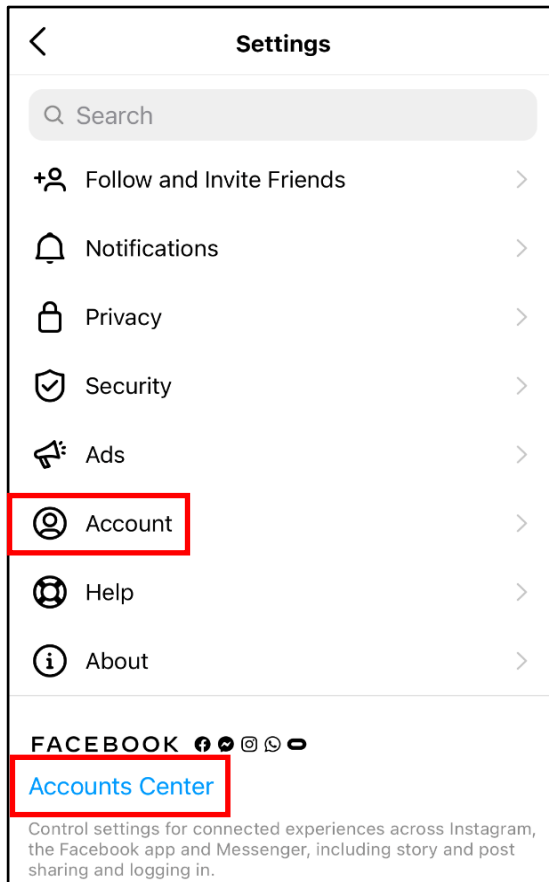
Back in the “Settings” menu, select “Account” then “Contacts Syncing.” It is recommended that you deny Instagram permission to upload your contacts by turning “Off” the “Connect Contacts” option.



Additional Account Setting Considerations

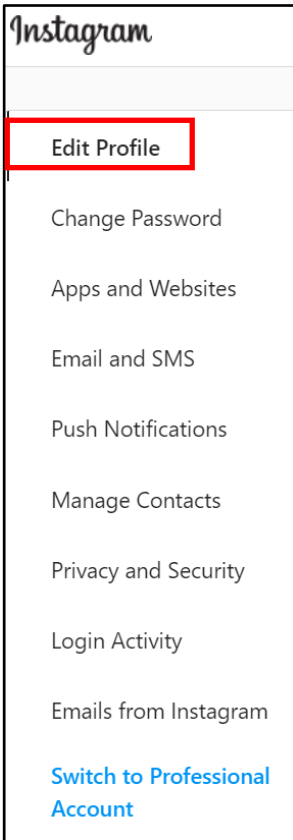
Another option in the “Accounts” tab is the “Sharing to Other Apps” (or Linked Accounts) feature. Here you want to make sure you have not linked any of your social media accounts to Instagram. You can also use the “Accounts Center” to access the “Sharing to other Apps” setting.

“Payments” feature allows you to add a payment method to your Instagram account for purchases made in the application. It is not advisable to store credit card or any other payment information on your account.



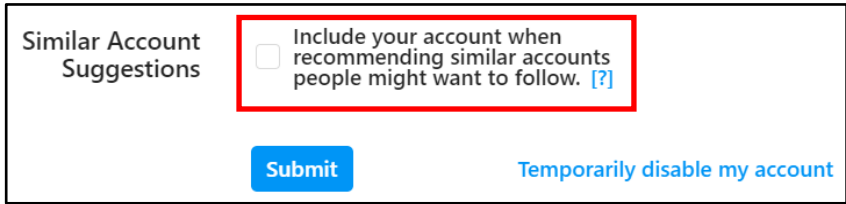
Instagram allows you to have more than one account loaded at a time. Talk to your kids about sharing their usernames and passwords with their friends.

INSTAGRAM



Discoverability

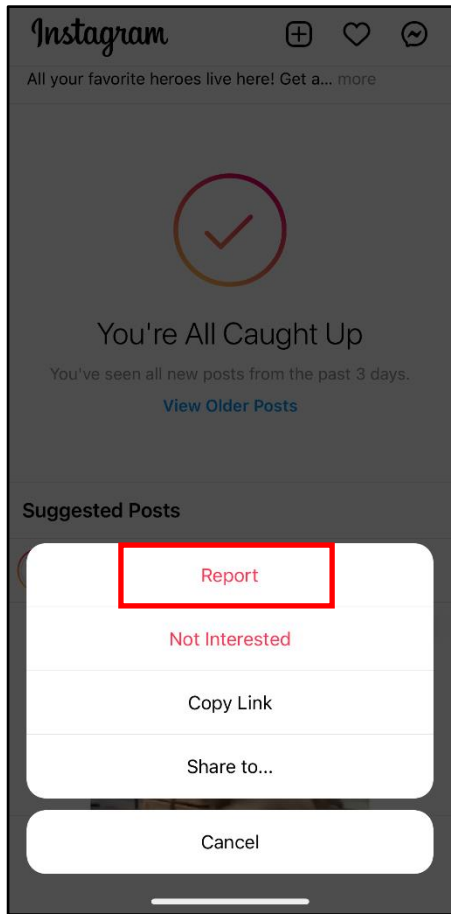
Instagram (personal computer/web-based version) has a feature that allows it to push your profile to other users as “suggested users to follow.” It is recommended you disable this feature. First, select the “Profile” icon, then select the “Edit Profile” button. Once there, scroll to the bottom of the page. *This feature can only be locked down on your computer application.*



Report, Mute, or Unfollow

Instagram allows you to report or remove from your feed any offensive post you come across.

Simply select the menu button at the top right corner of the post and select from the drop-down menu which option best applies to that post. You have options to “Report” the offensive post, “Mute” the account that posted it for a select period of time, or “Unfollow” the person who posted it. When you report a post, Instagram will ask you for more information as to why you are reporting it, and then offer suggestions to improve your Instagram experience.

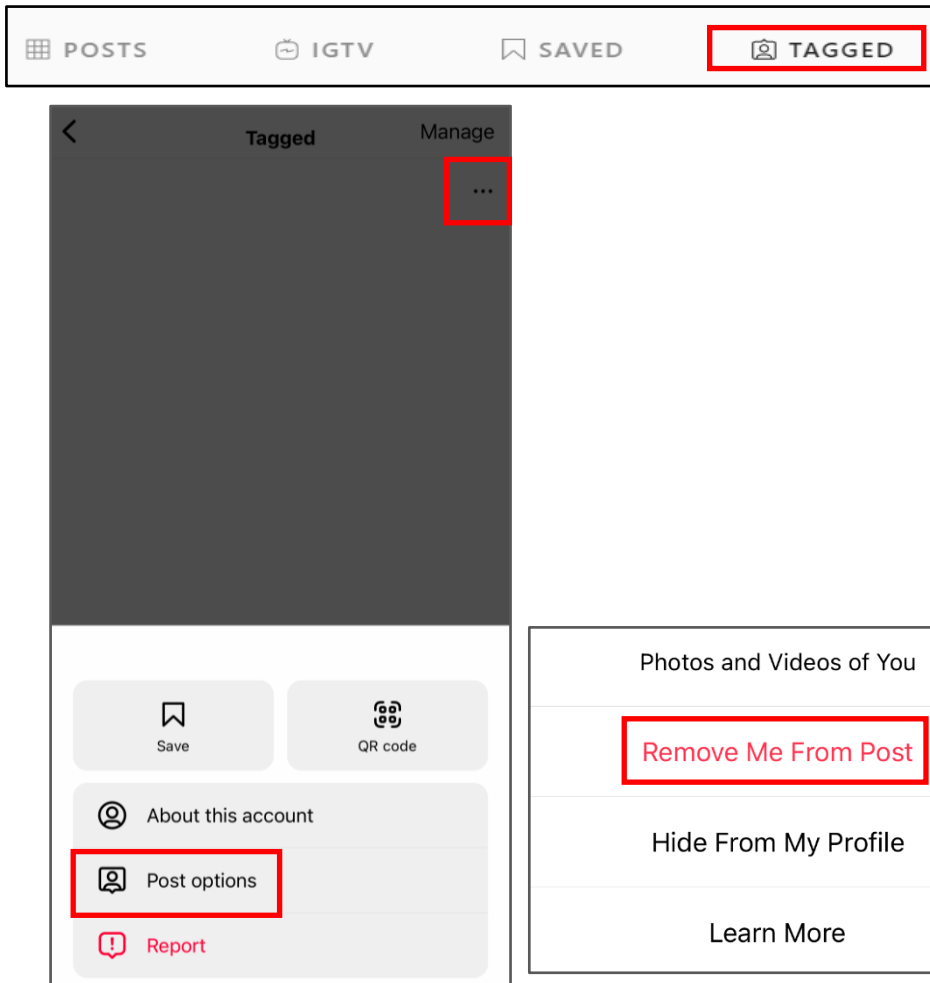


If someone is impersonating you on Instagram...
Go to <https://help.instagram.com/>, then go to “Privacy and Safety Center,” “Report Something,” and finally select “Impersonation Accounts.”

INSTAGRAM

Removing Profile from Tagged Content

Removing unwanted tagged photos/posts is important. If you have a profile that is “Private,” you are on the right track to controlling your online image. Understand that even if your profile is private, if you tag or comment on a post from a profile that is public, your tag or comment will be viewable to all.



To remove your profile from a tagged post, go back to your “Profile” icon and select the “Tagged” icon. Next, select the post you are tagged in that you wish to un-tag yourself from. Find and select the menu at the bottom of the post (shown to the left of the page by a red box,) then select “Post Options.” Next, you can “Remove Me From Post” simply by selecting the link highlighted here in red.

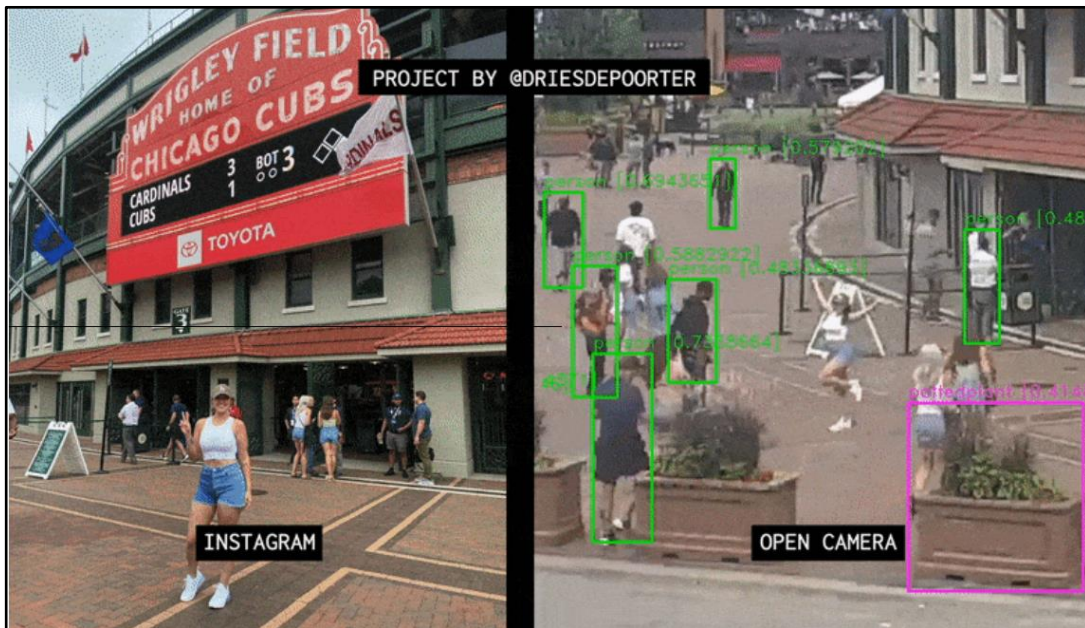
This may not be available on all devices or the web-based version.

If you still need help or have questions, you can always contact Instagram by:
[https://help.instagram.com/
contact/272476913194545?helpref=faq_content](https://help.instagram.com/contact/272476913194545?helpref=faq_content)

INSTAGRAM

Open Source Tracking


A significant reason for locking down your Instagram Account is due to projects like “The Follower.” The follower is a project by Dries Depoorter that uses open source cameras to track/find when and where you took an Instagram photo. The process he uses to do this is to first find open source cameras that are available to the general public, and record them with a software for a designated period of time. He then chooses locations on Instagram, like Wrigley field, that people have posted to Instagram. He then uses AI software to compare the Instagram photos with the recorded footage to see when and where you were there.



LINKEDIN

- **Do** review your connections often to ensure they are current and that you are not providing your information to individuals who do not need it.
- **Do** consider your profile picture. It is recommended that you dress in business attire and not in uniform. However, posting a profile picture is optional.
- **Do** ensure family members take similar precautions with their accounts. Their privacy and share settings can also expose your personal data (if you're connected on the site).
- **Don't** use an email account which is associated with your personal banking, finances, or important accounts. Consider creating an email account specifically for LinkedIn.
- **Don't** establish connections with people you do not know or trust. Not everyone is who they say they are.
- **Don't** link to/from or register/log in to your LinkedIn account using third party sites (e.g., Facebook, Twitter, etc.). Third party sites may aggregate and misuse your personal information and data.



 **Your Name**
Analyst at
MostRecentCompany

[View Profile](#)

Account

- [Settings & Privacy](#)
- [Help](#)
- [Language](#)

Manage

- [Posts & Activity](#)
- [Job Posting Account](#)
- [Sign Out](#)

Account preferences

- [Profile information](#)
- [Display](#)
- [Site preferences](#)
- [Syncing options](#)
- [Subscriptions & payments](#)
- [Partners & services](#)
- [Account management](#)

Sign in & security

Visibility

Communications

Data privacy

Advertising data

Settings & Privacy

It is recommended that you routinely review visible personal information in your LinkedIn profile(s) to ensure your privacy.

To adjust settings, select "Me" in the top right corner of the website. Select "Settings & Privacy" > "Account Preferences." Under "Profile Information" > "Name, location, and industry."

TIP: It is best practice to not include any previous names or maiden names on your current profile.

Profile information

Name, location, and industry [Change](#)
Choose how your name and profile fields appear to other members

Personal demographic information [Change](#)
Choose what details you provide about your personal demographics

LinkedIn is a social network and online platform intended to allow users to find business or career opportunities and connect with others. There is no guarantee that your personal data may not be accessed, disclosed, altered, or destroyed in the event of a breach of LinkedIn's physical, technical, or managerial safeguards.

LINKEDIN

Site preferences

Manage your LinkedIn experience

Language Select the language you use on LinkedIn	Change English
Content language Select a language for translation	Change
Autoplay videos Choose to autoplay videos on LinkedIn	Change Yes
Showing profile photos Choose to show or hide profile photos of other members	Change Everyone
Feed preferences Customize your feed	Change No
People also viewed Choose if this feature appears on your profile	Change Yes
People you unfollowed See who you have unfollowed or muted and resume following if you'd like	Change

Site Preferences

Under "Site Preferences," select "People also viewed".

It is best to keep this setting on "No" unless you are actively searching for a job using LinkedIn, in which case, you can temporarily select "Yes."

Once you're finished, it is recommended to change this setting back to "No."

Syncing options

Use information you have to make networking easier

Sync calendar Manage or sync calendar to get timely updates about who you'll be meeting with	Change
Sync contacts Manage or sync contacts to connect with people you know directly from your address book	Change
Subscriptions & payments Keep track of purchases and subscription status	
Upgrade for Free Unlock the power of LinkedIn	Change
View purchase history See your previous purchases and transactions on LinkedIn	Change

Syncing Options

Under "Syncing options," select "Sync calendar." Remove all synced calendars or contact information if any are currently synced. Linking calendars or contacts could inadvertently reveal PII.

Partners & services

Services you've connected your LinkedIn account

Microsoft View Microsoft accounts you've connected to your LinkedIn account	Change 0 connected accounts
Twitter Manage your Twitter info on your LinkedIn account	Change Not connected

Partners & Services

Under "Partners & services" ensure you do not have any connected accounts.

Account management

Control your LinkedIn account

Merge accounts Transfer connections from a duplicate account, then close it	Change
Hibernate account Temporarily deactivate your account	Change
Close account Learn about your options, and close your account if you wish	Change

Account Management

Under "Account management" it is recommended you do not transfer connections from other accounts.

Account access Settings to help you keep your account secure	
Email addresses Add or remove email addresses on your account	Change 1 email address
Phone numbers Add a phone number in case you have trouble signing in	Change 0 phone numbers
Change password Choose a unique password to protect your account	Change
Where you're signed in See your active sessions, and sign out if you'd like	Change 2 active sessions
Devices that remember your password Review and control the devices that remember your password	Change 0 devices
Two-step verification Activate this feature for enhanced account security	Change

Account Access

Select "Me" > "Settings & Privacy" > "Sign in & security." Review emails and phone numbers associated with your account. One of the first things a hacker will do, aside from changing a password, is change the associated email address preventing the user from regaining access. Review "Where you're signed in" to ensure there are no fraudulent active sessions. Activate "Two-step verification" for additional security.

Visibility of your Profile & Network

Select "Me" > "Settings & Privacy" > "Visibility." Under "Profile viewing options," it is recommended to select "Private mode". Under "Edit your public profile", it is recommended to turn public visibility off. Under "Who can see or download your email address," select "only visible to me" for the tightest security and do not allow connections to download email addresses in their data export. It is not recommended to allow visibility of "Representing your organization and interests." Under "Profile visibility off LinkedIn," select "No." Under "Profile discovery using email address" and "Profile discovery using phone number," it is recommended to select "Nobody." However, "2nd degree connections" may be selected while searching for employment.

Visibility of your profile & network Make your profile and contact info only visible to those you choose	
Profile viewing options Choose whether you're visible or viewing in private mode	Change Private mode
Edit your public profile Choose how your profile appears to non-logged in members via search	Change
Who can see or download your email address Choose who can see your email address on your profile or in approved apps or download it in their data export	Change
Connections Choose if your connections can see your connections list	Change Yes
Who can see your last name Choose how you want your name to appear	Change Full
Representing your organization and interests Show your name and/or profile information with other content shown on LinkedIn?	Change No
Profile discovery and visibility off LinkedIn Choose whether approved apps and partner services can find and display information from your profile	Change No
Profile discovery using email address Choose who can discover your profile if they haven't connected with you, but have your email address	Change 2nd degree
Profile discovery using phone number Choose who can discover your profile if they haven't connected with you, but have your phone number	Change 2nd degree
Blocking See your list and make changes if you'd like	Change

Visibility of your LinkedIn activity Make sure your network only sees the activity you choose to show	
Manage active status Choose who can see when you are on LinkedIn	Change
Share profile updates with your network Choose if your network is notified when you make key updates to your profile	Change Yes
Notify connections when you're in the news Choose if your network is notified when you've been mentioned in an article or blog post	Change Yes
Mentions or Tags Choose whether other members can mention or tag you	Change No
Followers Choose who can follow you and see your public updates	Change Connections

Visibility of your LinkedIn Activity

Under "Manage active status," it is recommended to choose "Your connections only" since they are trusted. Under "Mentions or Tags," it is recommended to choose "No." Under "Followers," select "Your connections" to prevent non-network individuals from viewing public updates.

LINKEDIN

Who can reach you

Select “Me” > “Settings & Privacy” > “Communications.”

Under “Invitations to connect,” select “Only people who know your email address or appear in your ‘Imported Contacts’ list.” Even though it is not recommended to import a contact list, this is the most secure option. Under “Messages,” select “yes” to enable message request notifications and control incoming messages.

Who can reach you Manage who you'd like to get communications from	
Invitations to connect Choose who can connect with you	Change Email and Imported contacts
Invitations from your network Choose what invitations you'd like to receive from your network	Change On
Messages Allow select people to message you	Change InMail
Research invites Choose if you want to get invites from LinkedIn to participate in research	Change Yes

How LinkedIn uses your data

Manage how your data is used and download it anytime

Manage your data and activity Review the data that you've provided, and make changes if you'd like	Change
Get a copy of your data See your options for accessing a copy of your account data, connections, and more	Change
Salary data on LinkedIn See and delete your salary data	Change
Search history Clear all previous searches performed on LinkedIn	Change
Personal demographic information Choose what details you provide about your personal demographics	Change
Social, economic, and workplace research Choose whether we can make some of your data available for policy and academic research	Change No
Job seeking preferences Privacy controls for job seeking activity on LinkedIn	
Job application settings Choose what information LinkedIn saves when you submit a job application.	Change
Sharing your profile when you click Apply Choose if you want to share your full profile with the job poster when you're taken off LinkedIn after clicking Apply	Change No
Commute preferences Set commute times and get job recommendations based on your preferences	Change
Signal your interest to recruiters at companies you've created job alerts for This will be applied for companies that you've created job alerts for	Change No
Stored job applicant accounts Manage which third-party job applicant accounts are stored on LinkedIn	Change 0 stored accounts

How LinkedIn uses your data

Select “Me” > “Settings & Privacy” > “Data privacy.” Under “Manage your data and activity” you can review all changes made to your account since joining LinkedIn. It is a good idea to check this periodically to ensure unsolicited changes have not been introduced. Under “Salary data on LinkedIn,” it is not recommended to provide salary data. It is also not recommended to provide “Personal demographic information.” Do not enable “Social, economic, and workplace research,” this option allows LinkedIn to share your data with third-party partners.

Job seeking preferences

Under “Job application settings,” it is not recommended to upload a resume to LinkedIn. It is best to apply directly via the company’s website. Under “Commuter preferences,” do not enter a complete address.

Other applications

Under “Other Applications,” review “Permitted services” and “Microsoft Word” preferences. In these sections, you’ll want to verify services have not been granted access to your LinkedIn profile or network data and that Microsoft Word does not have access to work experience descriptions.

Other applications Control how associated accounts can use your data	
Permitted services View services you've authorized and manage data sharing	Change 0 connected apps
Microsoft Word Choose whether work experience from your profile can be shown in Resume Assistant within Microsoft Word	Change Yes

Advertising preferences

Choose how your data is used to show you more relevant ads

Profile data for personalizing ads

Choose how ads appear to you

Change
No

Interest categories

See more relevant ads, such as job ads, based on your and similar members' activities on LinkedIn and Bing

Change

Data collected on LinkedIn

Choose what type of data you would like LinkedIn to use to show you more relevant ads

Connections

Choose whether your connections can be used to show you relevant ads

Change
No

Location

Choose whether your location can be used to show you relevant ads

Change
No

Demographics

Choose whether your age or gender can be used to show you relevant ads

Change

Companies you follow

Choose whether the companies you follow can be used to show you relevant ads

Change
No

Groups

Choose whether the groups you've joined can be used to show you relevant ads

Change
No

Education

Choose whether your education can be used to show you relevant ads

Change

Job information

Choose whether your job information can be used to show you relevant ads

Change

Employer

Choose whether your employment history can be used to show you relevant ads

Change

Advertising preferences

Select "Me" > "Settings & Privacy" > "Advertising Data."

Under "Profile data for personalizing ads" and "Interest categories," select "No" to prevent LinkedIn from accessing profile information to personalize ads or job postings.

Data collected on LinkedIn

Under "Data collected on LinkedIn," each subcategory collects data to personalize ads.

It is recommended to select "No" for each subcategory to deny LinkedIn the ability to use your personal information.

Under "Education," "Job information," and "Employer" deselect each category (there are multiple).

Third-party data

Choose how you'd like data from your activity off LinkedIn to be used to show you more relevant ads

Audience insights for websites you visit

Choose if your data can be used anonymously by third party websites you visit to help them better understand their audiences

Change
No

Ads outside of LinkedIn

Choose if you want to see relevant ads on websites and apps outside of LinkedIn

Change
No

Interactions with businesses

Choose how your information given to businesses is used to show you relevant ads

Change
No

Ad-related actions

Choose if your actions on ads can be used to understand and report aggregate ad performance

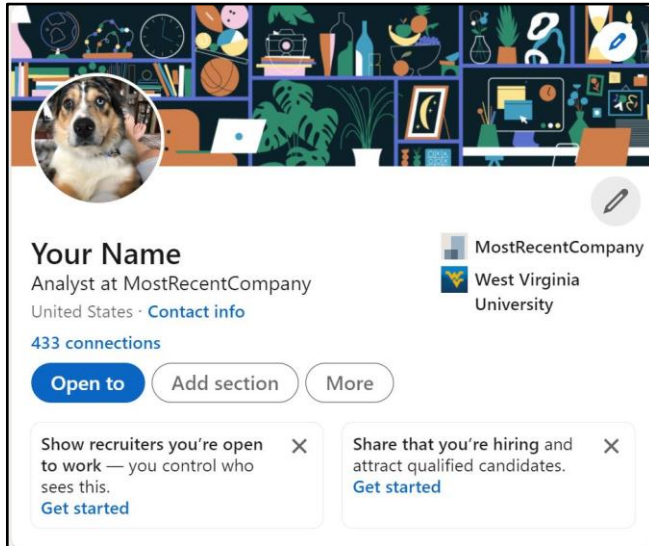
Change
No

Third-party data

Under "Third-party data," select "No" under each subcategory to prevent LinkedIn from pushing personal information to or pulling personal information from other services.

LINKEDIN

Profile



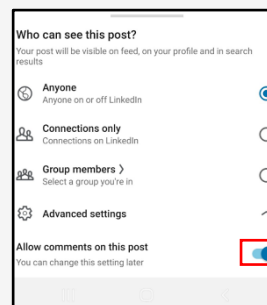
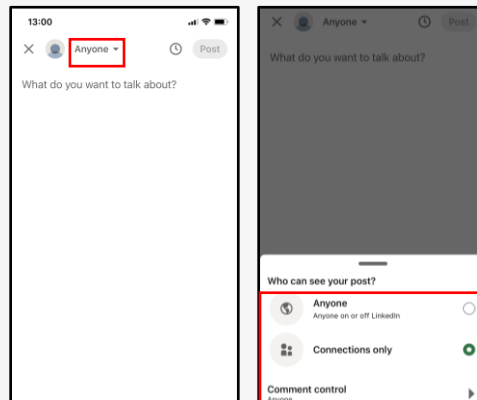
Review your LinkedIn profile to ensure it is as “general” as possible, while still serving the purpose of the account. Select “Me” > “View Profile.” Select the pencil icon in the upper right corner to edit your profile. It is not recommended to use photos of yourself for the profile or header photo. These are viewable by the public and present an unnecessary vulnerability. If using a personal picture, ensure it is visible only to “Connections.”

Next, review how others see your profile by selecting the picture icon then your picture. Select “Visibility” located at the lower right of the pop-up box. It is recommended to select “Your connections” for visibility. There is no need or requirement to add a phone number, birthdate, or address. Select “Save” to keep settings.

LinkedIn on Mobile Devices

On iPhone: Select “Post” at the bottom center of the screen, then under your name select the arrow on the dropdown menu. From this menu, select “Connections only” or “Group members.” Then select “Advanced Settings” to “Disable comments on the post.”

On Android: The process of locking down posts on an Android device is the same as on iPhone, except for “Advanced Settings.” When selecting “Advanced Settings,” set the toggle to “Off” in order to disable comments on the post.



To remove a “Mention” – Select the “More” icon in the top right corner of a connection's post > Remove mention from the list of options > Remove. The post will no longer link to your profile. To remove a tag - Select the “Tag” icon on the photo > Click the X icon next to the tag with your name to remove the tag.

PINTEREST

- **Do** use Two-Factor Authentication to protect all your information. Like all social media accounts, it is important to make sure your Pinterest account is as secure as possible. Two-Factor Authentication is one of the best ways to protect your information.
- **Do** make sure your email is up to date! If Pinterest suspects nefarious activity on your Pinterest account, they will lock your account down and send your new password to the email address on file.

- **Do** make your boards private once you create them so that they are not searchable by other Pinners.
- **Do** monitor what your children are looking at on Pinterest. Pinterest does have inappropriate content that, if not specifically tagged as such, will not be flagged or removed by Pinterest.
- **Don't** put personal information on the title of your Pinterest boards. A lot of information can be obtained simply by reading a title (e.g., whether you have children, rent or own a home, marital status, etc.)

Your Profile

Since there aren't many privacy settings to manage on Pinterest, it is especially important to ensure the ones they provide are locked down. In order to change your Pinterest settings on your PC, look to the top right of your screen and select "Settings" (three horizontal ellipses, or a down arrow). Once you are on the "Settings" page you will be able to go through each of the settings provided by Pinterest.

First, let's review the "Edit Profile" page, which provides your basic information on Pinterest. It is recommended you avoid using your full name as your "Username," and instead use parts of your name or a nickname. It is also recommended leaving the "Bio" and "Location" sections blank. This information is not required. Select "Done" to save any changes.



PINTEREST

Account settings

Set your login preferences, help us personalize your experience and make big account changes here

Basic information

Email

Password

Change

Country/Region

United States ▼

Language

English (US) ▼

Gender

Male Female Non-binary

Login options

Use your Facebook or Google account to log in to Pinterest.

[Learn more](#)

- Use your Facebook account to log in
- Use your Google account to log in

Account Settings

Next, let's review your "Account settings." Under "Account settings" you will find options to change your email address and password, set your login options, and delete or deactivate your account in case you decide you no longer want to use Pinterest.

It is recommended you always log in with a unique password used only for Pinterest, and that you never login via Facebook or Google. Ensure the toggles next to these options are set to "Off." If you decide to deactivate your account or delete it altogether, follow the prompts after selecting the correct option. Select "Done" at the top to save your changes.

Deactivate account

Hide your Pins and profile

Deactivate account

Delete account

Delete your account and account data

Delete account

Linking Accounts

The next few settings have to do with linking your other social media accounts to Pinterest. As always, we recommend that you do not link any other social media accounts to Pinterest. If someone gains access to one of your social media accounts, keeping them separate prevents an intruder from accessing all your other accounts.

First, see the "Claim" section. This option allows you to connect Instagram, Etsy, or YouTube accounts, with the purpose of gaining more popularity for your posts across all platforms. It is recommended you not "Claim" these accounts.

Claim

Get credit for all your content on Pinterest. When you claim your content, your name and profile picture will show up next to any Pins that come from your site or external accounts.

 Websites


Claim

 Instagram

Claim

 Etsy

Claim

 YouTube

Claim

PINTEREST

Privacy and Data Settings

Next, continue down the screen to find “Privacy & data” and review the settings. First, you will see “@Mentions,” which allows other Pinterest users to mention you in their comments and pins. It is recommended that this function be turned off or that “Only people you follow” be allowed to mention your name.

You will also see “Search Privacy,” which, left unchecked will allow your account to be searchable on Google. It is recommended you make your account private by checking the box next to “Search Privacy.”

Next, look at “Personalization” and review the list beneath it. These settings allow Pinterest to collect information about you in order to personalize ads and other content for you. It is recommended leaving all boxes in this section unchecked.

Privacy and data

Decide whether your Pinterest profile will be hidden from search engines, and what kinds of data you want us to use to improve the recommendations and ads you see. [Learn more](#)

@Mentions

Choose who can @mention you

- Anyone on Pinterest
- Only people you follow
- Turn off - no one can @mention you

Search Privacy

Hide your profile from search engines (Ex. Google). [Learn more](#)

Personalization

- Use sites you visit to improve which recommendations and ads you see. [Learn more](#)
- Use information from our partners to improve which recommendations and ads you see. [Learn more](#)
- Use your activity to improve the ads you see about Pinterest on other sites or apps you may visit. [Learn more](#) in Help Center.

Reset Save

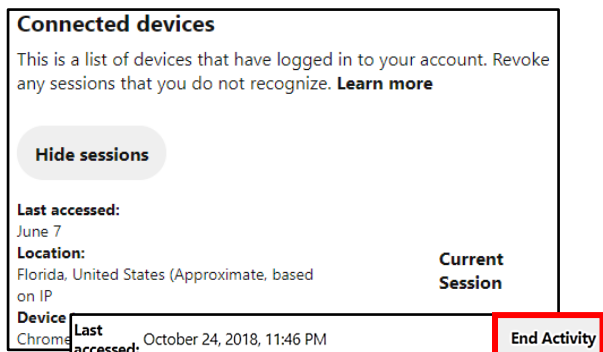
Security

Now let’s visit the “Security” section, which allows you options for better account security. The first section is for “Two-factor Authentication,” which is strongly recommend you enable. Select the box next to “Require code at login,” and you will have the option of having a code sent to your mobile device that you will need to enter when you log in - a new code will be sent each time you log in.

Under “Two-factor Authentication,” you will see “Connected devices.” Select “Show sessions” in this section and you will be provided the opportunity to “End Activity” for all sessions that may seem suspicious or are not needed.



The screenshot shows the Pinterest Security settings page. The 'Security' option is selected in the left-hand menu. The main content area is titled 'Security' and includes a sub-header 'Two-factor authentication' which is highlighted with a red box. Below this, there is a checkbox for 'Require code at login' which is also highlighted with a red box. A red arrow points from the 'Two-factor authentication' header to the 'Require code at login' checkbox.



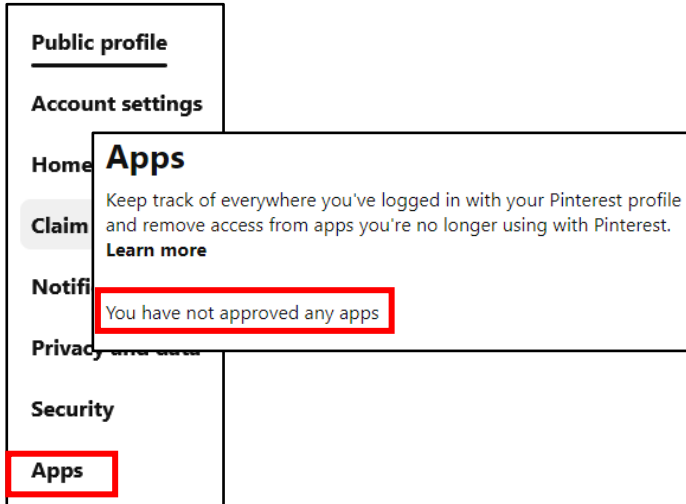
The screenshot shows the 'Connected devices' section of the Pinterest Security settings. It includes a 'Hide sessions' button. Below this, there is a table of connected devices. The first device listed is 'Chrome' with a 'Last accessed' date of 'October 24, 2018, 11:46 PM'. The 'End Activity' button next to this device is highlighted with a red box. The table also shows 'Last accessed' and 'Location' for the device.

Device	Last accessed	Location	Current Session
Chrome	October 24, 2018, 11:46 PM	Florida, United States (Approximate, based on IP)	Current Session

PINTEREST

Third-Party Applications

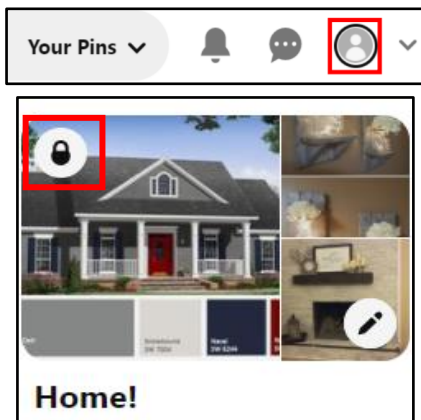
Finally, the “Apps” section allows you to disconnect any third-party apps you might have linked to your account. Again, it is recommended keeping all accounts separate for the best security. If you were to lose your mobile device or computer, you do not want someone to have full access to all your accounts, including Pinterest. If there are any apps listed in this section, it is recommended you delete them.



Visible Content

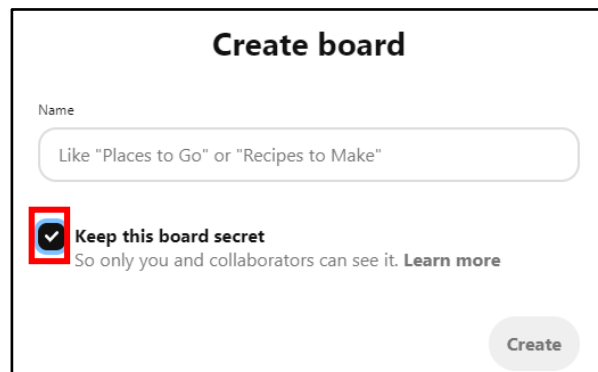
Everything that you “Pin” is public. Everyone, not just your followers, can see your profile and what you pin. Pinterest has no means of limiting the visibility of your “Pins” or your “Comments” like most other social media platforms provide (unless you make them “Secret,” which is discussed next).

There is only one way to ensure full control over your “Boards” and “Pins,” which is by setting them to “Secret.” When you use this feature, no one can see your content unless you specifically invite them. It is recommended you consider setting some or all of your “Boards” to “Secret” in order to limit the amount of information someone can gather about you.



To create a “Secret Board,” select your “Profile Icon” in the top right corner of the page. Then select the “+” icon to create a new “Board.” Name the board and set the toggle next to “Keep this board secret” to “On.” Select the “Create” button. Only the creator of the “Secret Board” has control over its features and with whom content is shared. You must invite “Collaborators” via email in order for others to see the content. When you “Pin” content to a “Secret Board,” the “Pins” are also private.

In order to change a “public” board to a “Secret board” simply open the board you wish to change, then select the three dots next to the board title. From the drop down select “Edit board.” Scroll down to select “Keep this board secret” then hit “Done.”

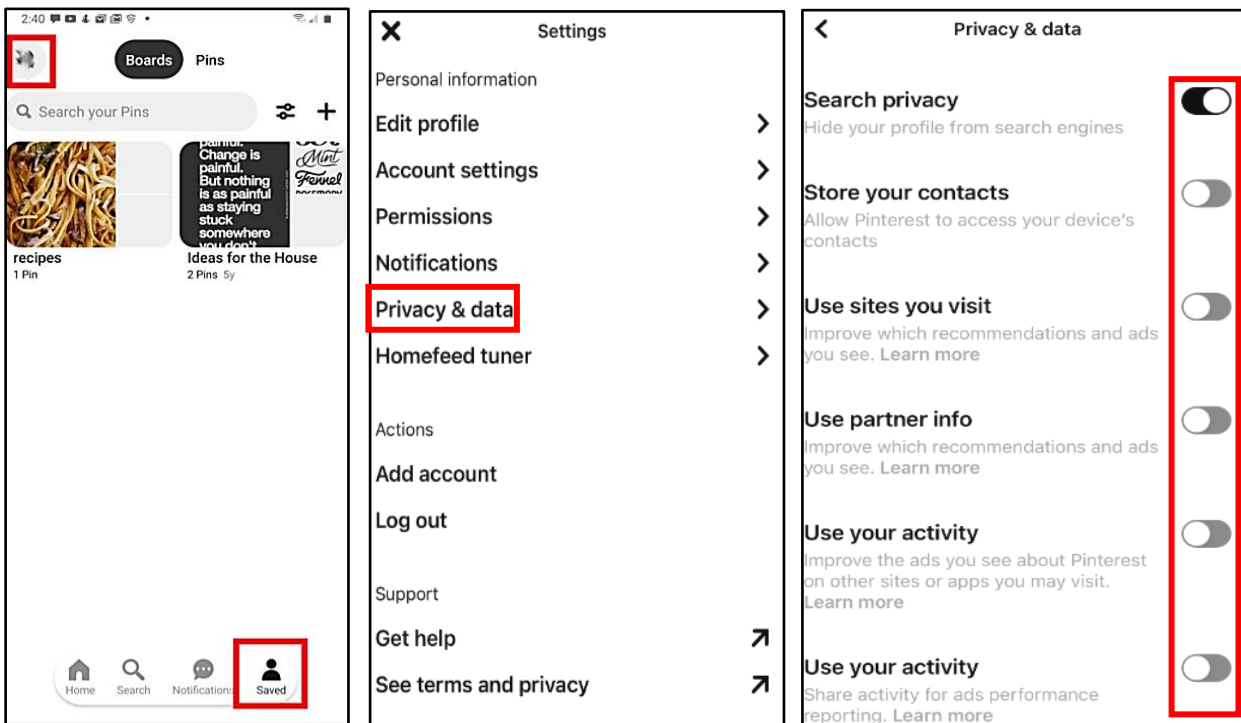


PINTEREST

Security and Privacy Settings

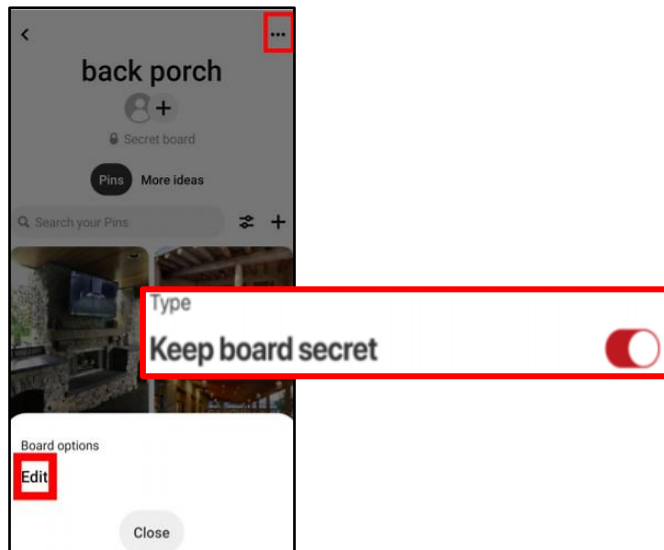
On your mobile device, you will begin at your “Profile” screen by selecting the “Profile” icon at the bottom right of the screen or locating your “Profile Picture” on the page. Then select the “Settings” icon at the top right. The “Edit profile” and “Account settings” are the same as the computer version.

However, the “Privacy & data” section is a little different on the mobile version. If you select “Privacy & data,” check “Store your contacts” and ensure the toggle is set to “Off.” Additionally, make sure all your privacy settings are set the way you want them, in case the settings you chose via computer did not transfer to the mobile app.



Edit Board Privacy

Select the “Board” you want to make private, then select the “Menu” icon or the ellipse at the top right of the screen. Select “Edit,” then scroll down to “Keep board secret,” and set the toggle to “On.” To save your changes, select the “Done” button at the top right of the screen.



REDDIT

- **Do** use caution when posting images and videos of you or your family. Be aware of your surroundings, to include identifiable locations and any other personal security vulnerabilities.
- **Do** remember there are privacy concerns when using your email or connecting other accounts when registering for free services, such as apps and social media.
- **Do** change your password periodically and turn on Two-Factor Authentication to help keep your account secure.

- **Don't** post anything in Reddit that you wouldn't want seen by the general public.
- **Don't** establish connections with people or communities you do not know or trust. Understand that people are not always who they say they are online.
- **Don't** forget to remind family members to take similar precautions with their accounts. Their privacy and share settings can expose your personal data.

The screenshot shows the Reddit user settings interface. A red box highlights the 'User Settings' option in the left-hand navigation menu. Another red box highlights the 'Account' tab in the top navigation bar of the settings page. A third red box highlights the 'Account Settings' section, which includes fields for 'Email address', 'Gender', 'Display language (beta)', and 'Country'. Below these are sections for 'CONNECTED ACCOUNTS' (Twitter, Apple, Google) and 'BETA TESTS' (Opt into beta tests, Opt out of the redesign). A final red box highlights the 'DEACTIVATE ACCOUNT' button at the bottom of the settings page.

Account Settings

Once at your Reddit Homepage, at the top-right, you can click a dropdown box as highlighted in red to the left. Once there you can go to "User Settings" which will bring you to your "Account." Once here you can edit your email address, or your Apple and Google account if you signed up using those. You can also "Deactivate" your account from this page.

Reddit is an American social news aggregation, web content rating, and discussion website. Registered members submit content to the site such as links, text posts, images, and videos, which are then voted up or down by other members. Posts are organized by subject into user-created boards called "communities" or "subreddits," which cover topics such as news, politics, religion, science, movies, video games, music, books, sports, fitness, cooking, pets, and image-sharing.

REDDIT

Customize Profile

Here, you can edit personal information that is displayed to the public when using your Reddit account. Such as your “Display name” and “About,” can be edited. It's recommended you don't put anything overtly personal in these sections. You're also able to adjust if your account is an “NSFW” account, depending on the type of content you post.

Safety & Privacy

After navigating to “Safety & Privacy,” you can edit “Collapse potentially disruptive comments.” It's recommended that this is set to “High.” You can also adjust your privacy, and turn off ads, location and activity. It's recommended that you turn all of these off. It's recommended that you turn on “two-factor authentication.”

Customize profile

PROFILE INFORMATION

Display name (optional)
Set a display name. This does not change your username.

Display name (optional)

30 Characters remaining

About (optional)
A brief description of yourself shown on your profile.

About (optional)

200 Characters remaining

IMAGES

Avatar and banner image
Images must be .png or .jpg format

Drag and Drop or Upload Avatar Image

Drag and Drop or Upload Banner Image

PROFILE CATEGORY

NSFW
This content is NSFW (may contain nudity, pornography, profanity or inappropriate content for those under 18)

ADVANCED

Allow people to follow you
Followers will be notified about posts you make to your profile and see them in their home feed.

Content visibility
Posts to this profile can appear in [r/all](#) and your profile can be discovered in [/users](#)

Active in communities visibility
Show which communities I am active in on my profile.

Safety & Privacy

Manage how we use data to personalize your Reddit experience, and control how other redditors interact with you. To learn more, visit our [Privacy & Security FAQs](#).

SAFETY

People You've Blocked
Blocked people can't send you chat requests or private messages.

BLOCK NEW USER

ADD

Collapse potentially disruptive comments
Automatically collapse comments that are potentially rude or disrespectful by selecting the sensitivity level you're most comfortable with—selecting *Low* will collapse the least, *High* will collapse the most.

HIGH

PRIVACY

Show up in search results
Allow search engines like Google to link to your profile in their search results.

Personalize all of Reddit based on the outbound links you click on
Allow us to use the links to other sites you click on for operational purposes (that help us better understand how you and others use Reddit) and to show you better ads and recommendations.

Personalize ads based on information from our partners
Allow us to use information that our advertising partners send us to show you better ads.

Personalize ads based on your activity with our partners
Allow us to use your interactions with sites and apps we partner with to show you better ads.

Personalize recommendations based on your general location
Allow us to use your city, state, or country (based on your IP) to recommend better posts and communities.

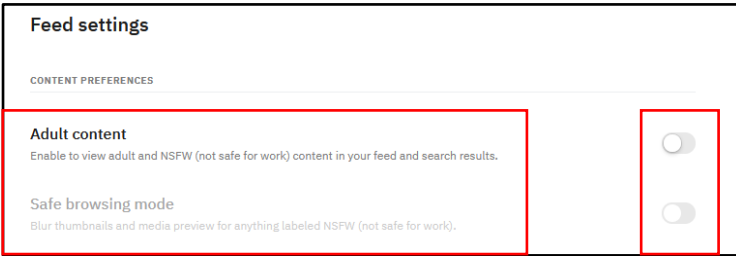
Personalize recommendations based on your activity with our partners
Allow us to use your interactions with sites and apps we partner with to recommend better posts and communities.

ADVANCED SECURITY

Use two-factor authentication
Help protect your account (even if someone gets your password) by requiring a verification code and a password to log in.

Manage third-party app authorization

REDDIT

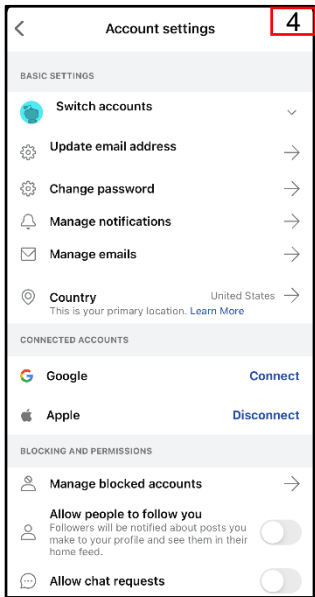
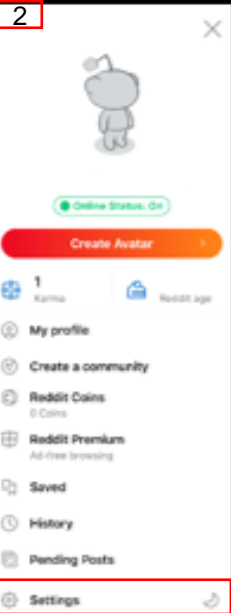
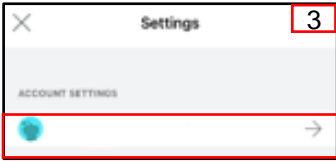
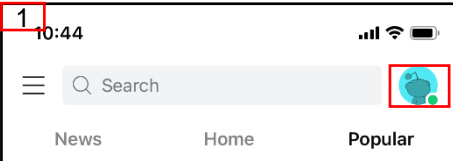
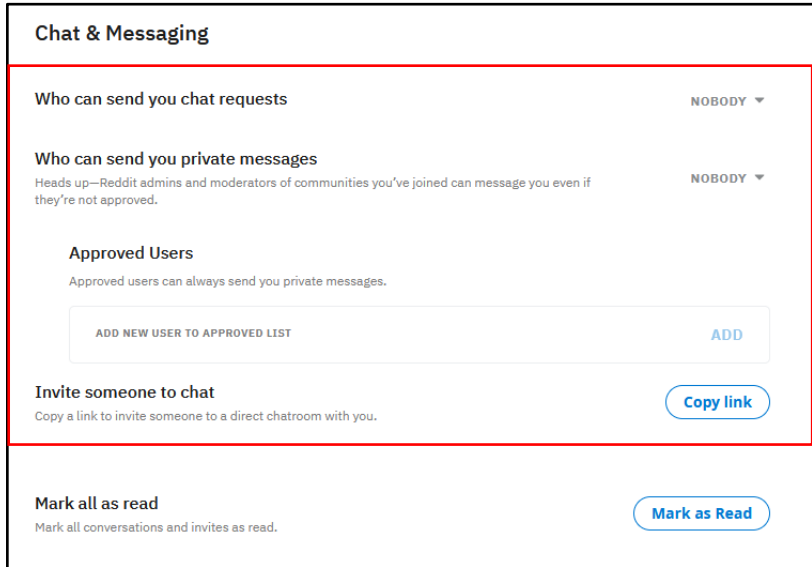


Feed Settings

Here you can enable/disable “Adult Content.” If you choose to leave it enabled, it’s recommended that you turn on “Safe browsing mode,” that way the content is blurred before you open it.

Chat & Messaging

Under “Chat & Messaging,” you can control “Who can send you chat requests” and “Who can send you private messages.” It’s recommended that you set this to “Nobody,” as you can always add users to “Approved Users” or “Invite someone to chat” using a link.

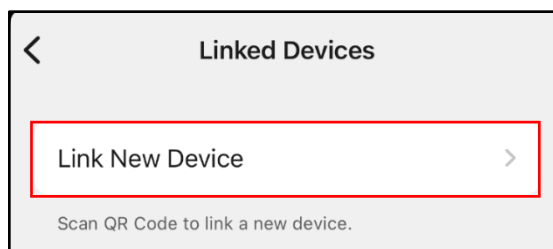
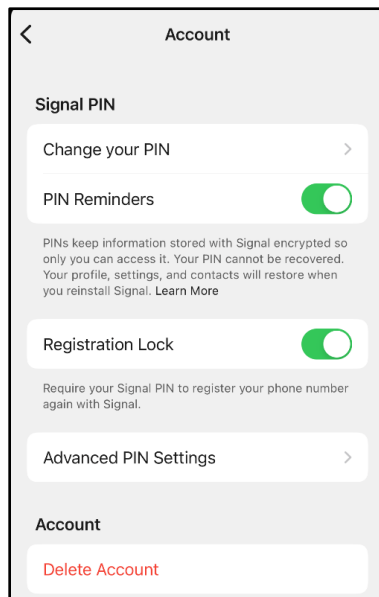
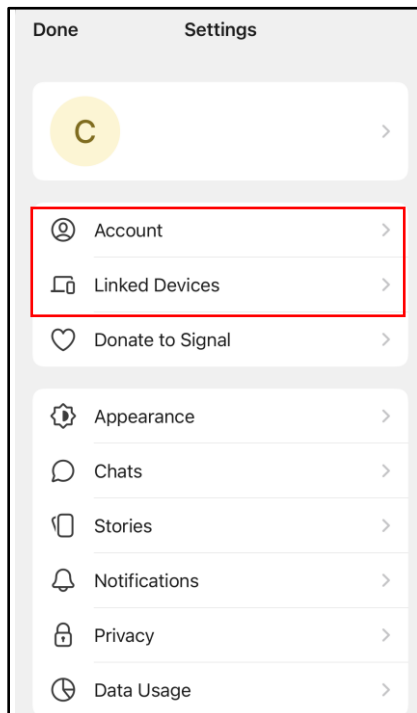


Phone Settings

As annotated by numbers 1 – 4 to the left, shows how to access your settings via mobile phone (Apple/Android). Here you can control the same settings as you would via the PC version by scrolling down once you reach number 4.

SIGNAL

- **Do** set up privacy and security settings on Signal and help your family do the same.
- **Do** be cautious when updating your about me information, as everyone will be able to see it.
- **Do** change your pin periodically and ensure you remember it so you don't get locked out.
- **Don't** send anything compromising over any social media or Internet-based tool/application.
- **Don't** establish connections with people you do not know. Understand that people are not always who they say they are online.



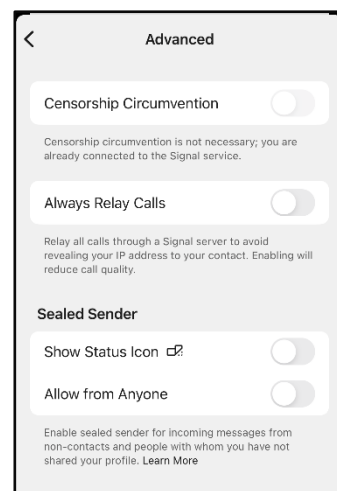
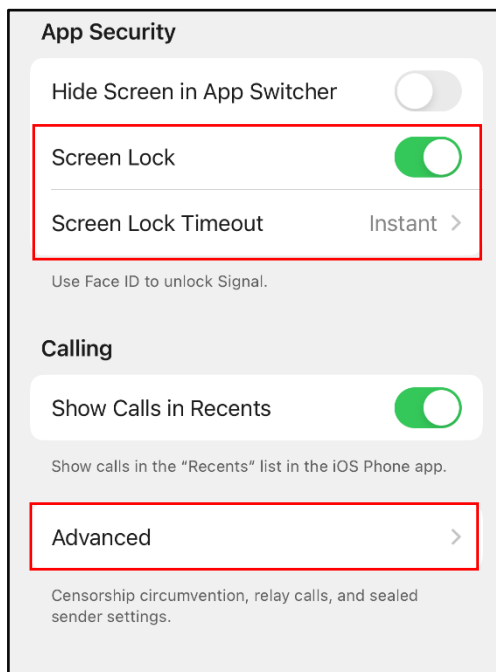
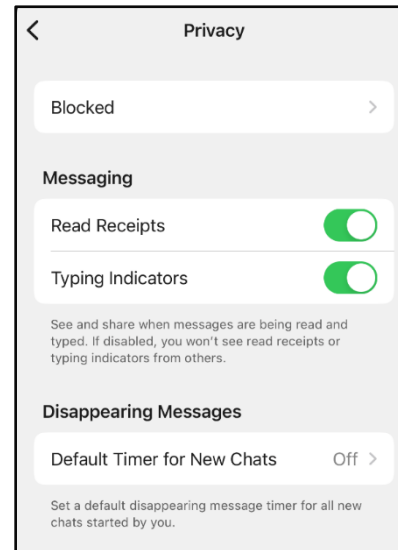
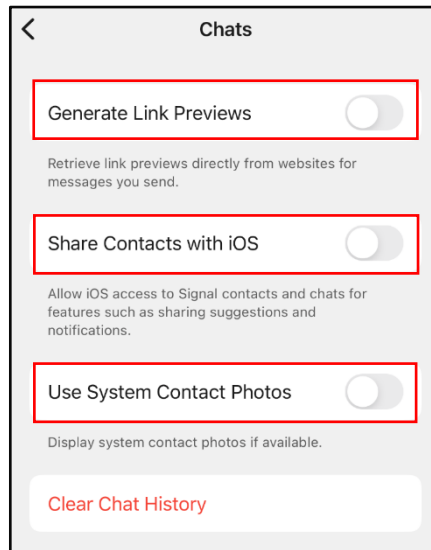
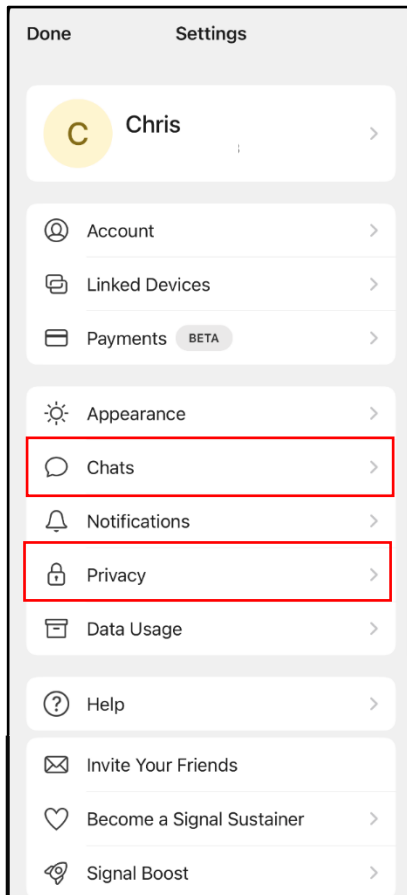
Account and Linked Devices

When in your “Settings,” navigate down to “Account.” Here you can “Change your PIN” and “Advanced PIN Settings.” If you need to disable your pin, you can do so under the “Advanced PIN Settings.” It is recommended that you enable “PIN Reminders” and “Registration Lock.” You can also go to “Linked Devices” if you have Signal on any other devices and want to link your account to them.

Signal is an independent nonprofit. They're not tied to any major tech companies, and claim they can't be acquired by one either. Development is supported by grants and donations from independent persons.

Chats, Privacy & App Security

Under “Chats,” you can edit the settings to “Generate Link Previews,” “Share Contact with iOS,” and “Use System Contact Photos.” It isn’t recommended that you share contacts or use system contact photos. Under the “Privacy” tab, you can change the “Screen Lock” and “Screen Lock Timeout.” It is recommended that you have it set to “Instant.” If you continue to scroll down while still under the “Privacy” tab, you will reach the “Advanced” settings. Here you can adjust the settings as necessary.



SNAPCHAT

- **Do** set up privacy and security settings on your Snapchat and help your child(ren) to do the same.
- **Do** assume ALL information and images you share are publicly viewable, regardless of your settings.
- **Do** talk to your child(ren) about the dangers inherent to Snapchat. Make sure they know to tell you if someone they don't know tries to contact them or sends them inappropriate material.
- **Don't** add your birthdate, location, or other personal details to online profiles.
- **Don't** allow users you do not know personally to contact you via Snapchat.
- **Don't** believe that all pictures and videos are automatically deleted. There are ways to save and share content despite Snapchat's efforts to make all communications disappear.

Understanding the App

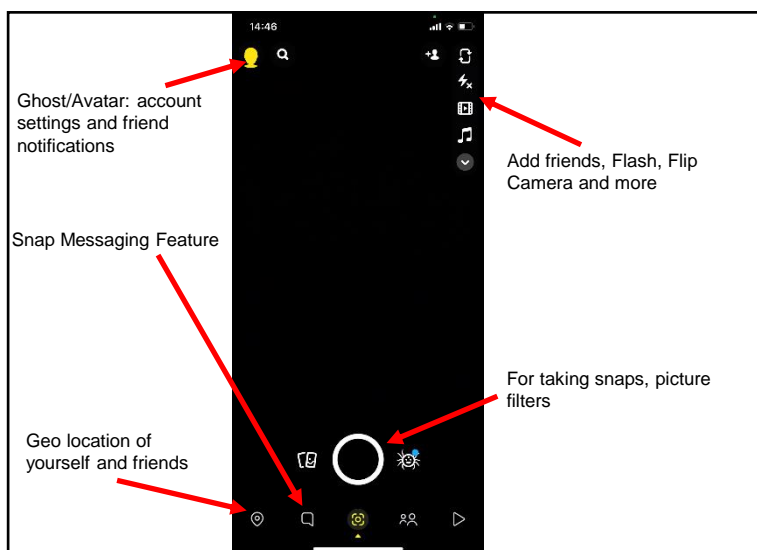
Snapchat is an image and video messaging app that allows users to share multimedia messages that will “self destruct” in up to 10 seconds. Its communication style is meant to mirror real life face-to-face interactions that are temporary. Content is designed to delete automatically (from user view,) but most users are becoming aware that content can be saved using screen shots, screen recording, or other software.

NOTE: All of your data is saved and stored by the application and can be downloaded by any individual using your username/email and password. *See last page for more details.

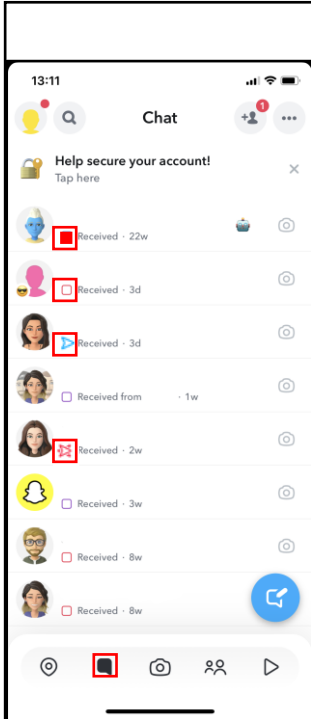
The Basics

This is your “Home Screen” (see picture to the left). You know you are there when you have a “Camera View.” One of the main features of the app is making “Snaps,” via photos/videos, which you would do from this screen, then share with your “Friends.”

Next, identify your “Profile” picture (at the top left of the box). This will take you to the “Settings” icon.



SNAPCHAT



This is the personal message and new stories screen. You can navigate here by swiping right or pressing the blue chat box on the bottom left.

Filled in squares mean you have new content to watch

Outlined squares means you have already viewed this content

Outlined arrows mean the person you sent the content to has viewed it

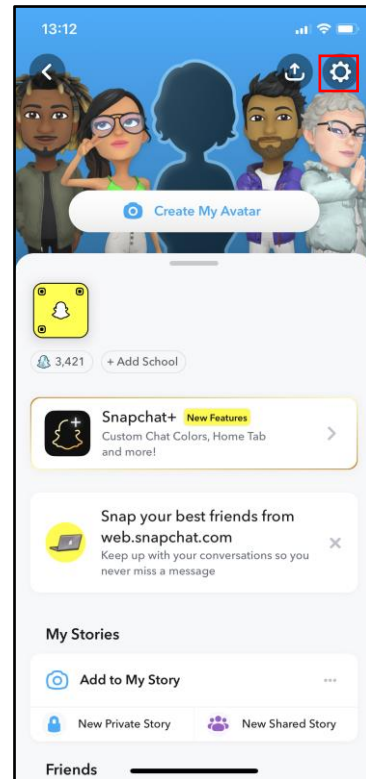
Outlined arrows with these marking mean the person you sent the content to has screenshot it

Create a new text chat

Chat and Settings

Above is an overview of the “Chat” feature. Select the “Chat” icon on the lower left corner of the home screen. Here you can see if someone has sent you a message, posted a story, or reviewed your posts. You can also start a “Chat.”

From here, you can select your “Profile” icon at the top right and head to your “Settings” section.



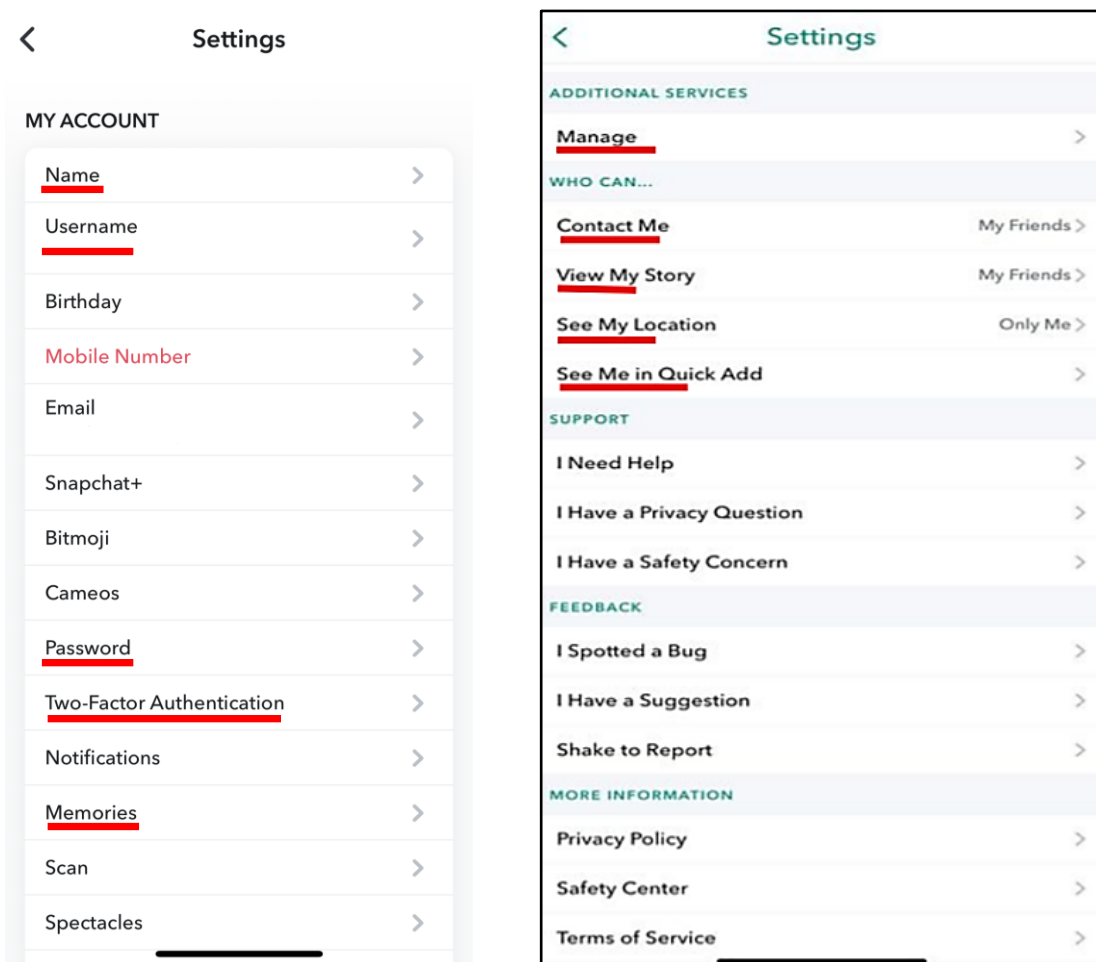
In order to delete a Chat you already sent: press and hold on the chat and select “Delete.” Snapchat will prompt you with another message asking you to confirm that you would like to delete the chat and to remind you that, although the message is being deleted, your friends will still be able to see that something was deleted, if not the deleted content itself.

SNAPCHAT

Settings

First, check your “Name” and “Username” and make sure they don’t give away or imply too much information about you. It is recommended you use a nickname or a mixture of names instead of using your full name, and never add birthdays or other significant information to your name or username. You do not need to put your real birthday on your account and should consider using an inaccurate one.

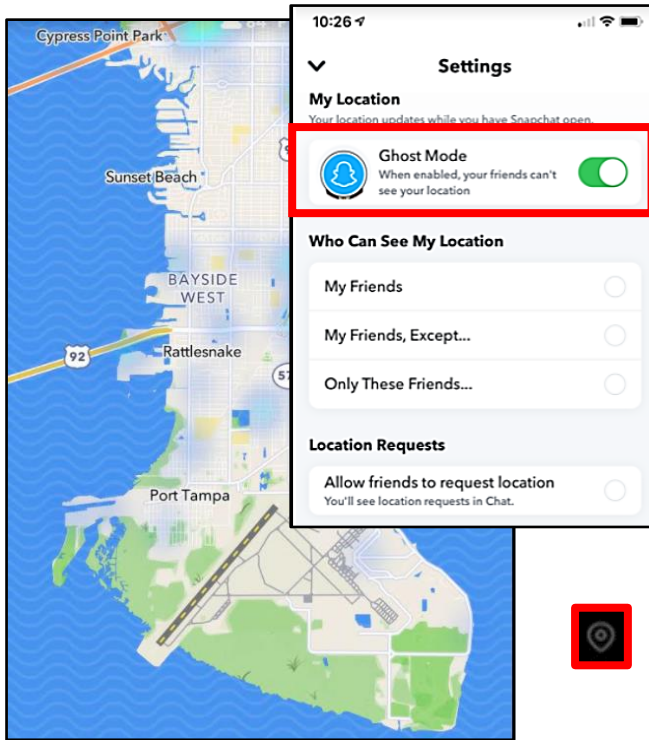
Next, it is recommended using a password that is unique to Snapchat. As with all your social media accounts, reusing passwords creates an unnecessary vulnerability. You should use unique passwords for all accounts.



Two-Factor Authentication

It is strongly recommended that you choose this function in order to better protect your account.

SNAPCHAT



Location Settings

You can find the “Snap Map” icon on the bottom left of your camera screen or by swiping right on the “Chat” screen. This feature shows “hot spots” that were geo-tagged (or adding location-based filters) by other Snapchat users which are public. You can also view the location of your friends if they are broadcasting their location publicly.

To prevent your location from being shown, you can change your location setting to “Ghost Mode” in the Settings menu under “Who Can... See My Location” or on the “Snap Map” in the upper righthand corner.

You should also turn off sharing your Map Usage Data in the “Manage” menu.

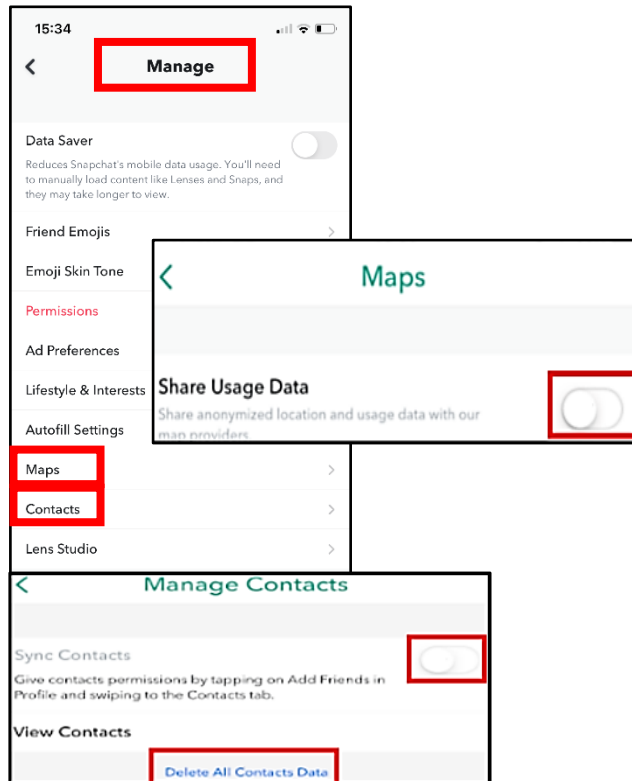


Contact Settings

It is recommended that you lock down who can contact you, view your stories, and turn “Off” your discoverability in the “Quick Add” feature in the “Settings” menu. You should also turn off “Contact Syncing.”

On iPhones: under “Manage,” select “Contacts,” then set toggle to “Off,” and “Delete All Contacts Data.”

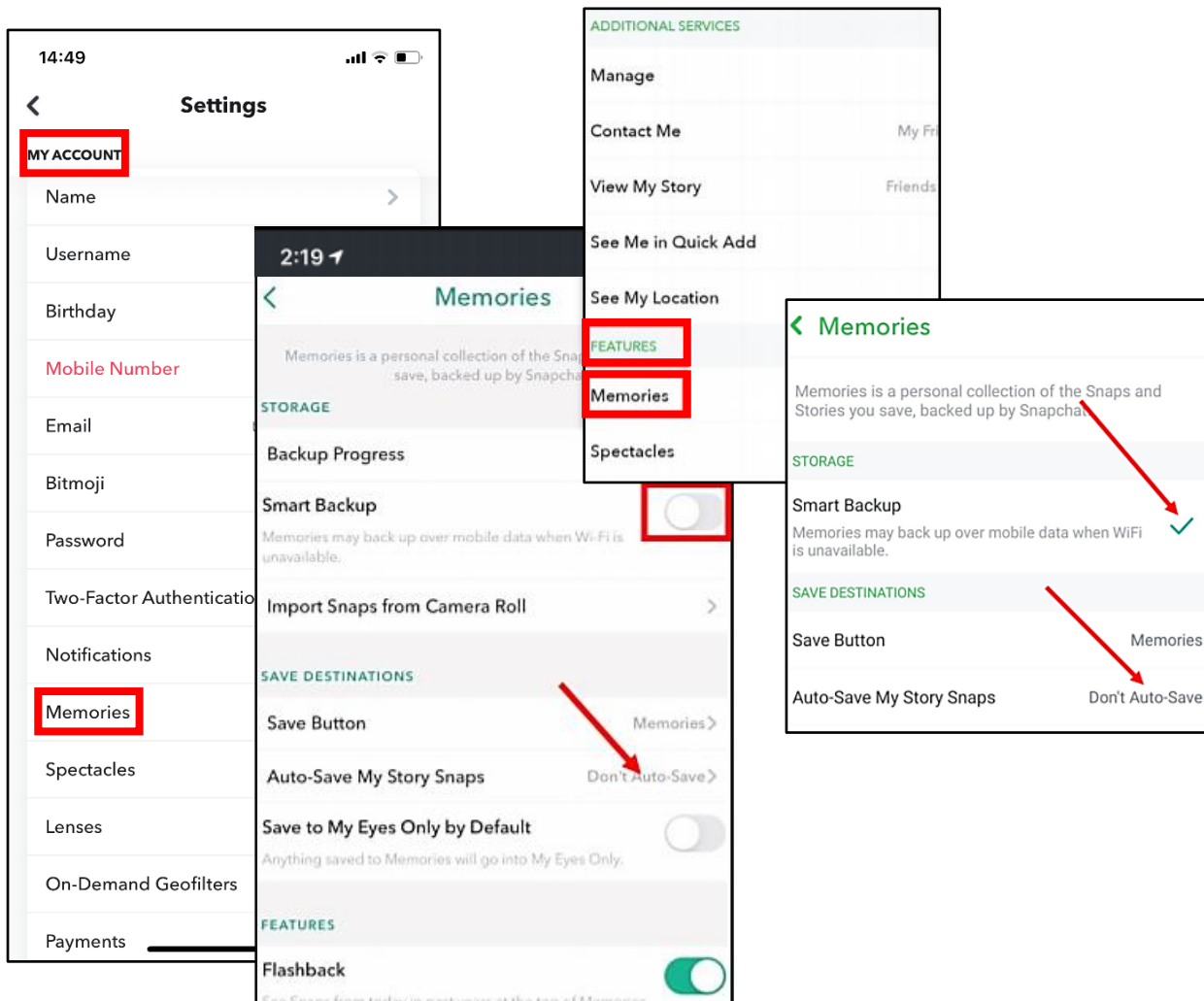
On Android: under “Settings,” scroll down to “Privacy” and select “Contact Syncing.” Ensure this feature is “Disabled” by identifying the space to the right of “Sync Contacts” and ensure there is “No Checkmark” visible. Also, select “Delete All Contact Data” below “View Contacts” as well.



SNAPCHAT

Memories

“Memories” are Snapchat’s storage function. Snaps are saved on Snapchat’s servers but are searchable and visible only to you. We recommend you not allow Snapchat to store your photos, and instead choose manually when you want a “Snap” saved to your “Memories” as needed. It is important to know that snaps of all types never truly delete on Snapchat.



On iPhones: in “Settings,” select “Memories” under “My Account.” Set the “Smart Backup” toggle to “Off” and select “Don’t Auto-Save” next to “Auto-Save My Story Settings.”

On Android: in “Settings,” scroll down to “Features,” then “Memories,” and “Uncheck” the “Smart Backup” option. Also, ensure “Auto-Save My Story Snaps” is set to “Don’t Auto-Save.”

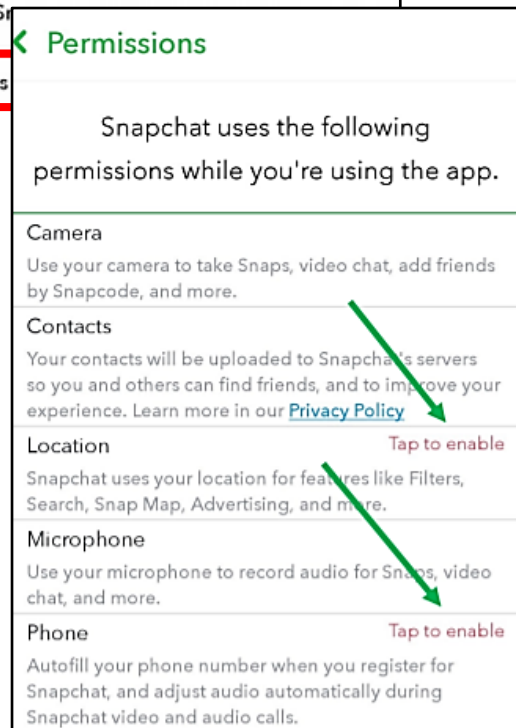
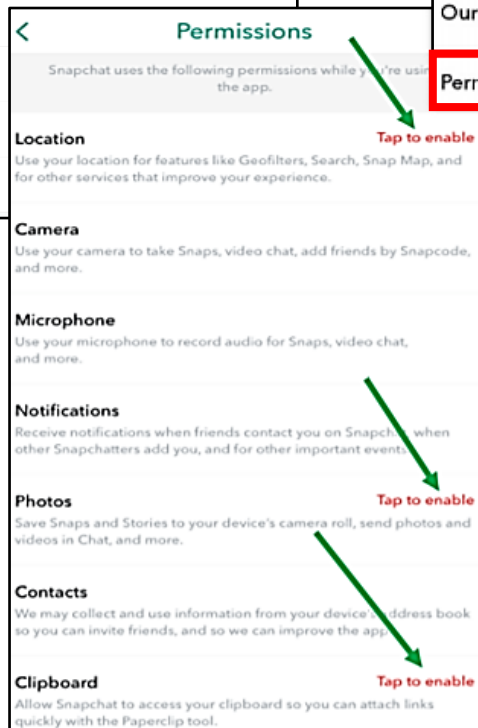
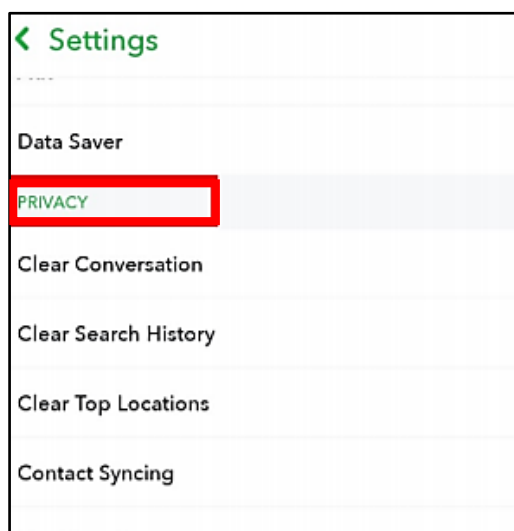
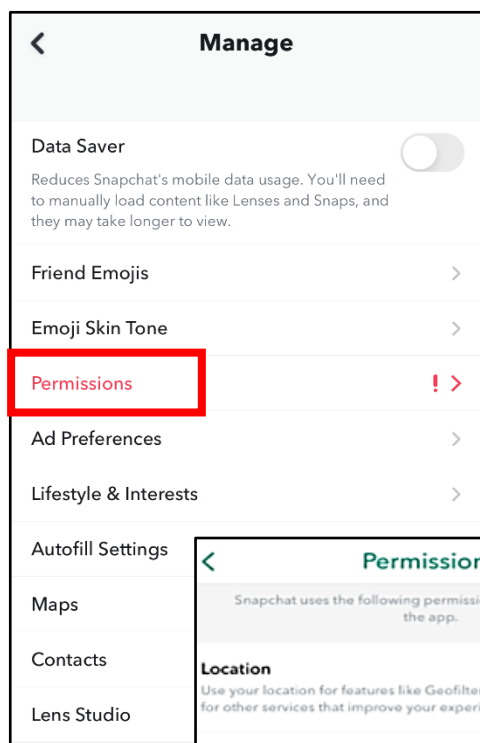
When does Snapchat delete “Snaps?” Snapchat servers are designed to automatically delete all “Snaps” (on their servers) after they have been viewed by all recipients. All unopened “Snaps” are supposed to be deleted after 30 days but it is prudent to assume they are stored somewhere.

SNAPCHAT

Permissions

On iPhones: select “Manage,” then “Permissions,” and ensure “Location,” “Photos,” and “Clipboard” are not enabled. Each of these features allows Snapchat to capture and store information from your mobile device in some way.

On Android: under “Settings,” scroll down to the section titled “Privacy,” then select “Permissions.” You can adjust “Location” and “Phone.” We recommend you leave them “Disabled.”



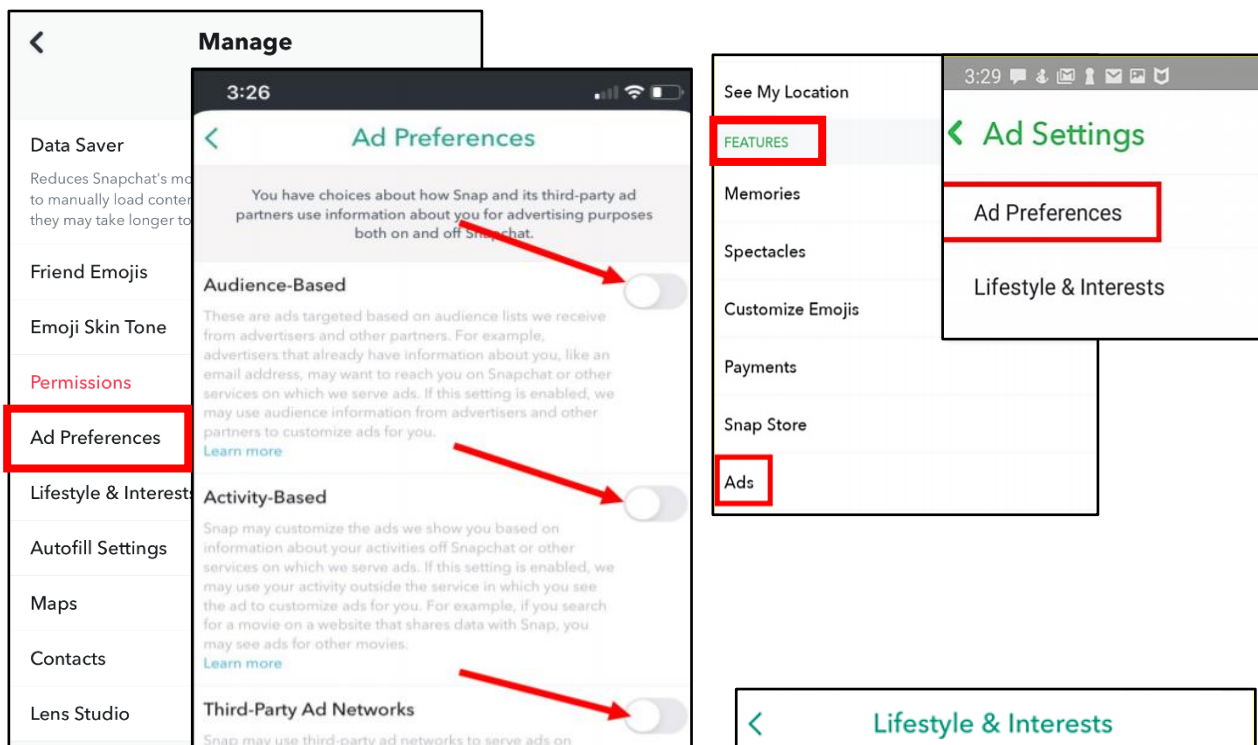
SNAPCHAT

Ad Preferences

Next, let's lock down what kinds of information Snapchat can capture from you in order to support advertising.

On iPhones: go back to the "Manage" section, select "Ad Preferences," ensure all three toggles are set to "Off."

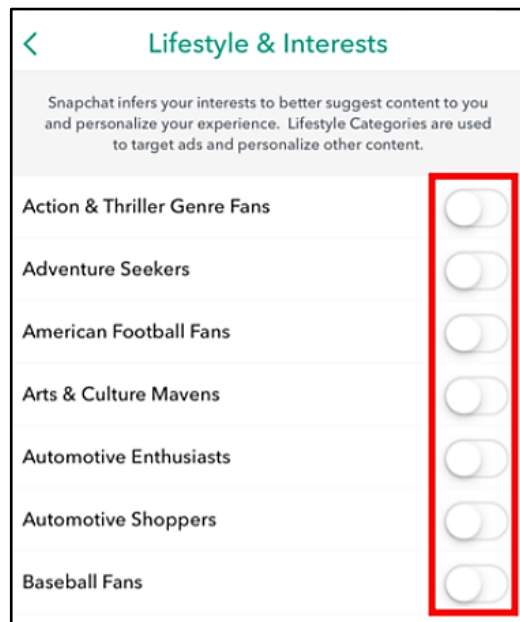
On Android: under "Settings," scroll down to the section titled "Features," then select "Ads." Select "Ad Preferences" on the next screen, then ensure "Audience – Based," "Activity-Based," and "Third-Party Ad Networks" are all unchecked.



Lifestyle and Interests

Next, go back to the "Manage" section ("Ad Settings" on Android) and select "Lifestyle & Interests;" it's recommended that you unselect any section that is enabled. You can also periodically clear any tags that may have specified your interests by selecting "Clear Content Interests Tag" located at the very bottom of the "Lifestyle & Interests" screen.

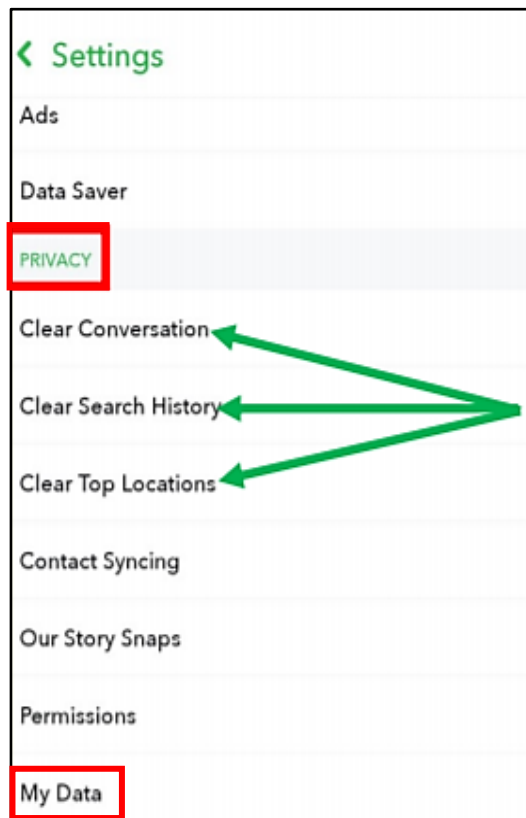
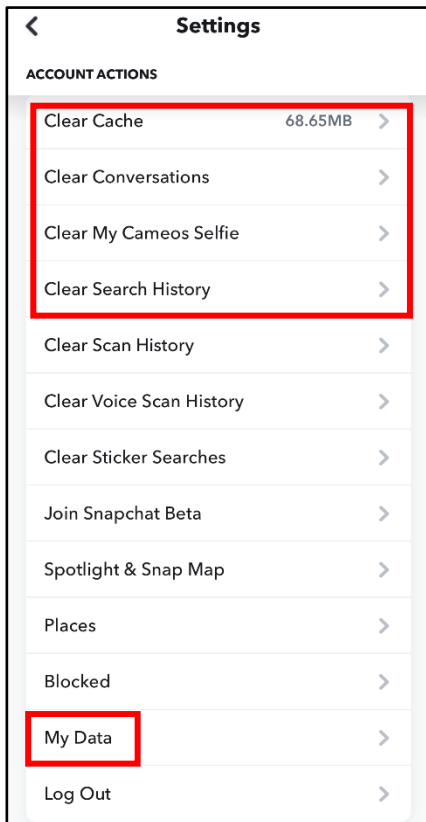
Clear Content Interests Tag



SNAPCHAT

Clear Caches

Finally, it is recommended to clear out old data periodically on your Snapchat account, as well as your other social media accounts whenever this feature is available. Snapchat provides you the capability to “Clear Cache,” “Clear Conversations,” “Clear Search History,” and “Clear Top Locations” (in addition to others on iPhones). You will clear these and the other options listed the same way you would clear your Internet browser cache.



Download Your Data

When you use Snapchat, they collect information from and about you. You can submit a request to download your data and within 24 hours you will receive a zip file with the requested data. See the types of information you can download below.

- ✓ Login History and Account Information
 - Basic Information
 - Device Information
 - Device History
 - Login History
 - Account Deactivated/Reactivated
- ✓ Snap History
 - Received Snap History
 - Sent Snap History
- ✓ Chat History
 - Received Chat History
 - Sent Chat History

- ✓ Location
 - Frequent Locations
 - Latest Location
 - Business and public places
 - Areas you may have visited
- ✓ Search History
- ✓ Terms History
- ✓ Subscriptions
- ✓ Bitmoji

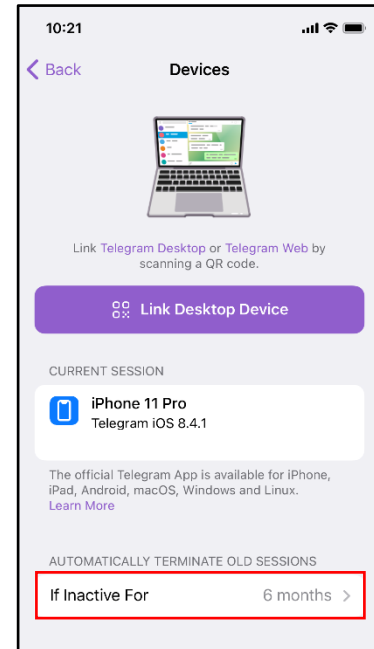
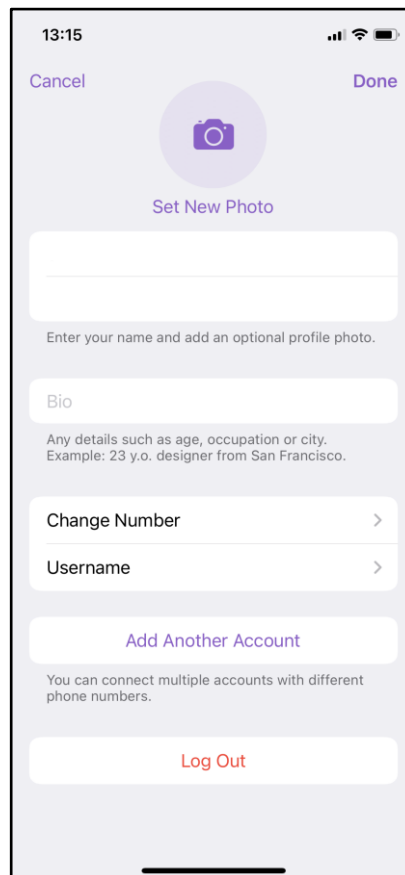
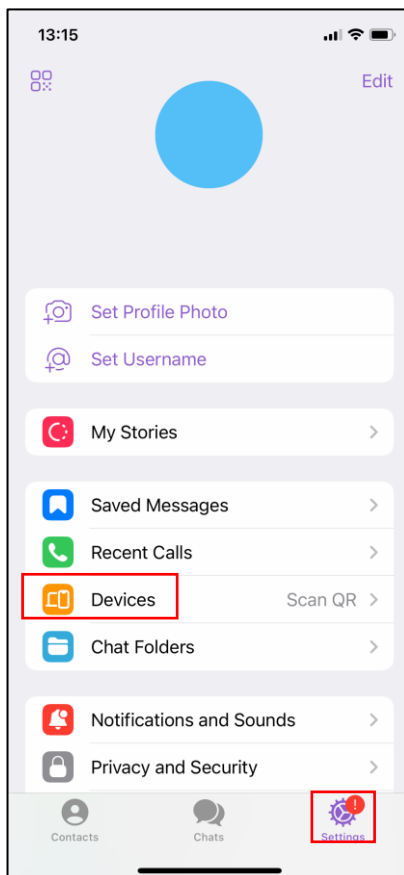
- ✓ Story History
 - Your Story Views
 - Friend and Public Story Views
- ✓ Account History
 - Display Name Change
 - Email Change
 - Mobile Number Change
 - Password Change
 - Snapchat Linked to Bitmoji
 - Spectacles
 - Two-Factor Authentication

TELEGRAM

- **Do** set up privacy and security settings on Telegram and help your family do the same.
- **Do** be cautious when updating your about me information, as everyone will be able to see it.
- **Do** change your pin periodically and ensure you remember it so you don't get locked out.
- **Don't** send anything compromising over any social media or Internet-based tool/application.
- **Don't** establish connections with people you do not know. Understand that people are not always who they say they are online.

Account and Linked Devices

Navigate to "Settings" at the bottom right of Telegram. Here, you can edit your personal information like your "Name" and "Bio." You can also add up to three different accounts with different phone numbers. By going to "Devices," you can Link your devices to your desktop. You can also decide the length of time before old sessions will be terminated if left inactive.

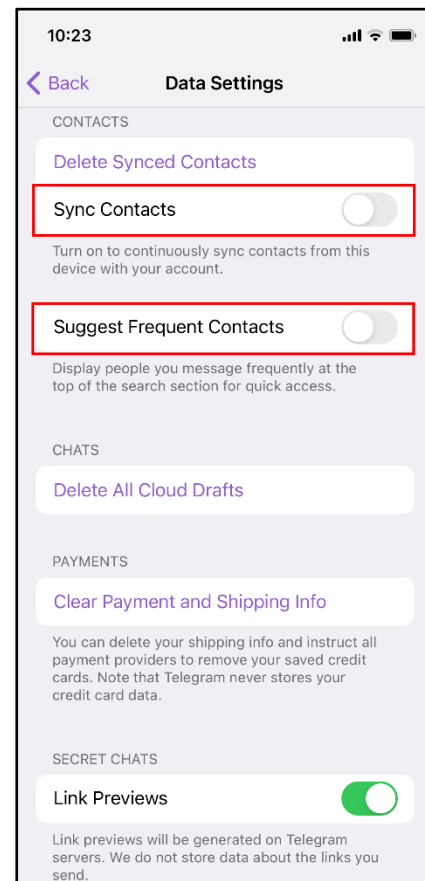
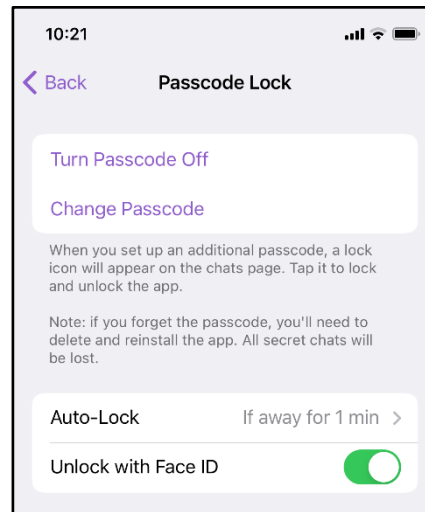
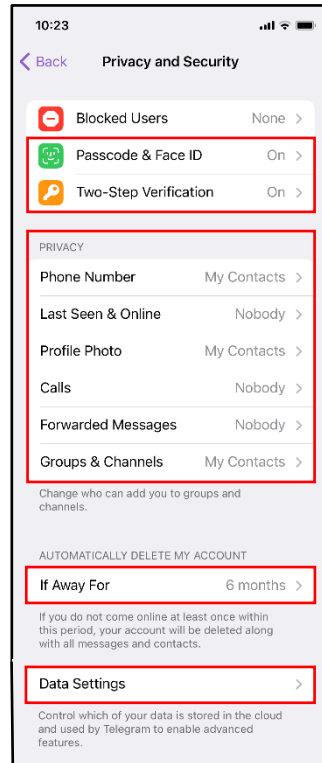
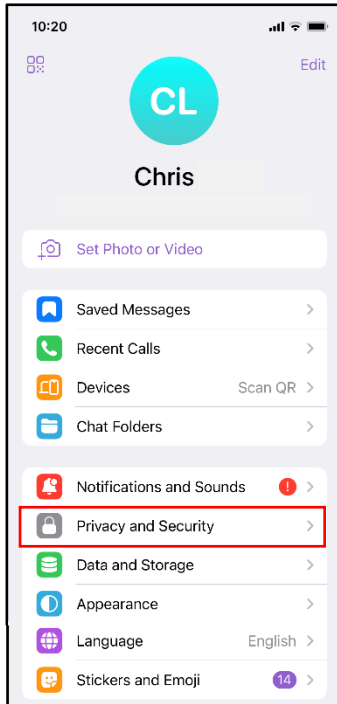


Telegram is a messaging app with a focus on speed and security. You can use Telegram on all your devices at the same time — your messages sync seamlessly across any number of your phones, tablets or computers. Telegram has over 500 million monthly active users and is one of the 10 most downloaded apps in the world.

TELEGRAM

Privacy and Security

Still in “Settings,” navigate down to “Privacy and Security.” Here you can add additional security to your account such as setting up “Passcode & Face ID,” as well as “Two-Step Verification.” It is recommended that under the “Privacy” portion, that you either have it restricted to “My Contacts” or “Nobody.” You can also set up to have your account deleted, if away for a certain period of time.



Data Settings

At the bottom of “Privacy and Security” is the tab for “Data Settings.” Here, it is recommended you turn off “Sync Contacts” and “Suggest Frequent Contacts.”

TIKTOK

- **Do** opt out of personalized data. TikTok is owned by a company based in China, opting out helps prevent your data from being gathered and redistributed without your knowledge.
- **Do** ensure family members take similar precautions with their accounts. Their privacy settings can expose your personal data.
- **Do** use a picture of something other than yourself for your profile photo. Profile photos are publicly viewable.

- **Don't** provide any identifiable information (e.g., name, hobbies, job title, etc.) on your profile or in your videos.
- **Don't** link your TikTok account to any third-party applications such as Facebook, LinkedIn, Instagram, or Twitter.
- **Don't** use identifiable locations, backgrounds, or relatable images when posting videos.
- **Don't** participate or appear in other users' videos.

Privacy Settings

By default, all accounts are set to "Public" which means anyone can see what you post on TikTok. It is recommended you set your account to "Private" to ensure that all videos can only be seen by the creator and no one else on the platform. With a private account you can approve or deny users and limit incoming messages to "Friends" only.

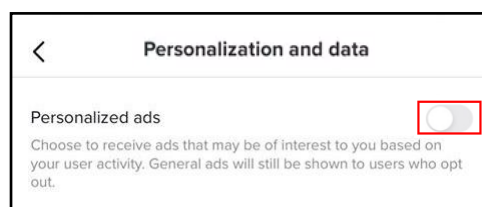
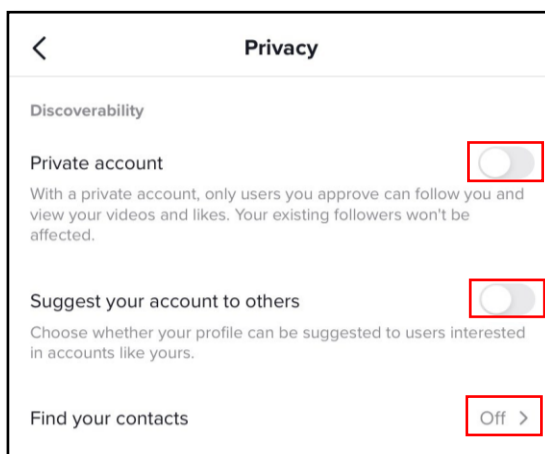
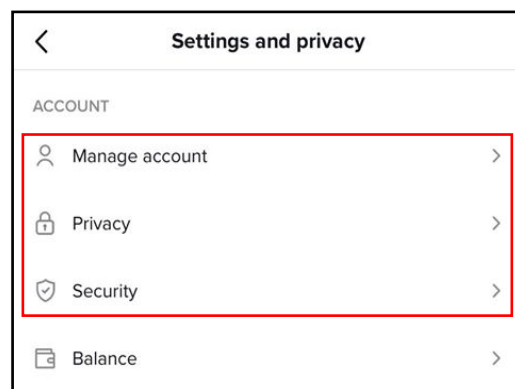
Even with a Private account, your Photo, Username, and Bio are still visible to all users of the platform.

To make your account Private, go to "Privacy" under "Settings and privacy" and set the "Private account" toggle to "On."

It is recommended you set "Suggest your account to others" to "Off," which will prevent others from being directed to your account.

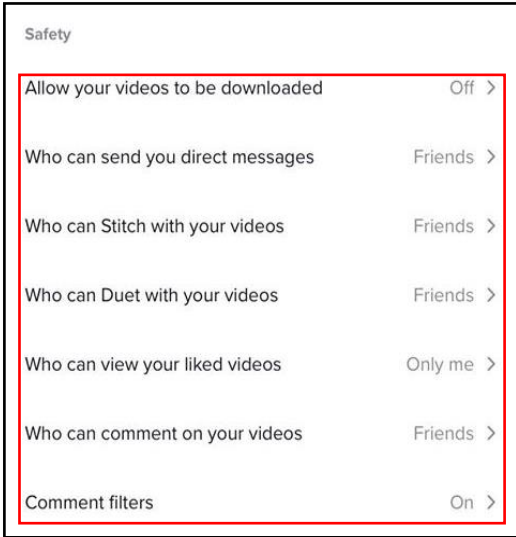
It is also recommended that you do not allow TikTok or any other social media account to have access to your contacts. Toggle "Find your contacts" to "Off."

Next, review the "Personalization and data" section. Here you will toggle "Personalized ads" to "Off" which will minimize the amount of personal data collected by the application.



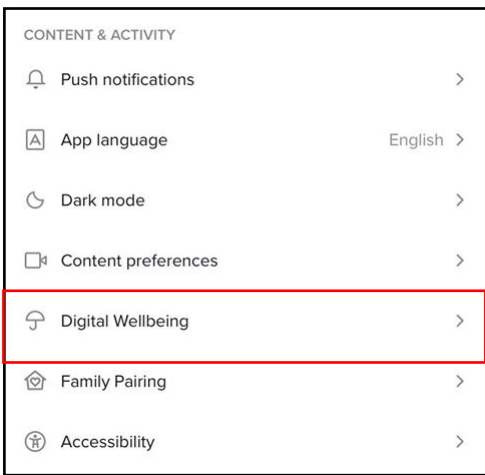
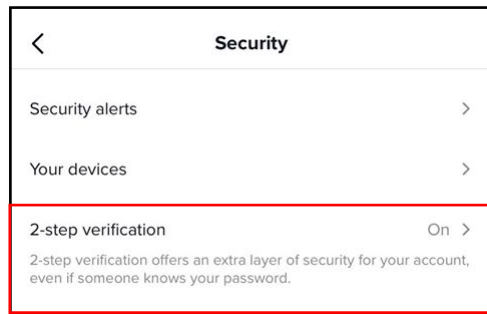
TikTok is owned by the Chinese company ByteDance. TikTok is influenced by the Chinese government, data created in the app is subject to Chinese censorship, and it is likely that personal data is collected on U.S. citizens who use the app.

TIKTOK



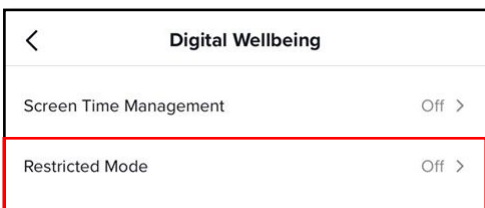
The next group of settings falls under the “Safety” section within the “Privacy” menu. Here you will want to go through each section and set them according to your own comfort level. It is highly recommended that the lowest level of privacy is set to “Friends” and no setting is set to “Everyone.” This will limit unknown profiles from being able to contact you and access your videos. In addition, it is strongly recommended that you do not allow others to download your videos, so that they are unable to share your TikTok videos on TikTok or other platforms.

Now, head back to the “Settings and privacy” and select “Security.” Here you can check if there has been any suspicious activity on your TikTok account and set up 2-step verification. 2-step verification is an important additional security layer to help reduce unwarranted access and account fraud.



Much like YouTube, TikTok has a “Restricted Mode” for children whose parents want to limit the type of content they can see and follow.

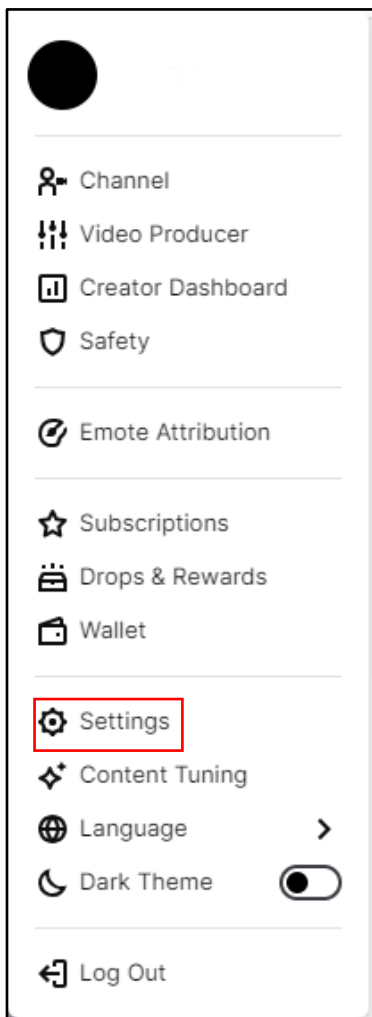
To turn on “Restricted Mode,” go back to the main menu, “Settings and privacy,” and select “Digital Wellbeing.” From there select “Restricted Mode” then choose “Turn on Restricted Mode” at the bottom of your screen. A passcode can be enabled to prevent “Restricted Mode” from being disabled.



It is recommended you do not link your TikTok account to any other social media platform (e.g., Twitter, Instagram, Facebook, etc.) If linked, TikTok will pull personally identifiable information (PII) and pictures from those platforms. You are not required to put any personal or biographical information in your TikTok profile; therefore, it is recommended you leave optional sections blank.

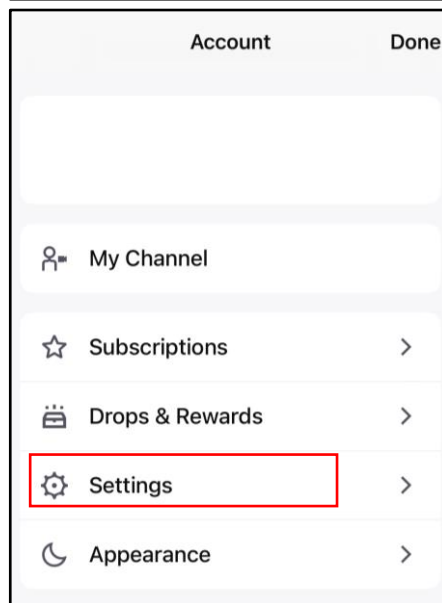
TWITCH

- **Do** be cautious when interacting with people in Twitch Chat. People aren't always who they say they are online.
- **Do** remember there are privacy concerns when using your name and birthdate when registering for free services, such as apps and social media.
- **Do** change your password periodically and turn on Two-Factor Authentication to help keep your account secure.
- **Don't** do anything you wouldn't want the world to see while streaming. Anyone could be watching and could create a clip of the events that transpired.
- **Don't** establish connections with people you don't know or trust. Understand that people are not always who they say they are online.



Your Account

At the top right of Twitch, you can click on your “Notifications” and “Messages,” highlighted in red to the left respectively. You can also click on your profile picture to access a dropdown menu. On Android and iPhone, your Profile picture will be separated to the top left, as depicted in the photos below. Here you can access your “Settings” tab.



Twitch is a video-streaming platform that offers a fun, social way to watch people play games. Through the Twitch app (and online at Twitch.tv), gamers who broadcast their matches (known as streamers) play their favorite titles while providing running commentary on the action.

Settings

[Profile](#) [Prime Gaming](#) [Channel and Videos](#) [Security and Privacy](#) [Notifications](#) [Connections](#) [Recommendations](#)

Profile Picture

[Update Profile Picture](#)

Must be JPEG, PNG, or GIF and cannot exceed 10MB.

Profile Banner

[Update](#)

File format: JPEG, PNG, GIF (recommended 1200x480, max 10MB)

Profile Settings

Change identifying details for your account

Username [edit](#)

You may update your username

Display Name

Customize capitalization for your username

Bio

Description for the About panel on your channel page in under 300 characters

[Save Changes](#)

Disabling Your Twitch Account

Completely deactivate your account

[Disable Your Twitch Account](#) If you want to disable your Twitch account, you can do so from the [Disable Account](#) page.

Profile

Here you can adjust things like your “Profile Picture” (It is recommended you choose this photo carefully as everyone will be able to see it.) You can also adjust your “Profile Banner,” “Username,” “Display Name,” and “Bio.” It is recommended that you don’t put anything too personal as everyone will be able to see it.

At the bottom of the “Profile” page, you can follow the link if you want to disable your Twitch account.

Security and Contact

Under “Security and Privacy,” you’re able to edit your “Contact” information and set up your “Security.” While under “Security,” it is recommended that you turn on “Two-Factor Authentication” to add an extra layer of protection for your account.

Contact

Where we send important messages about your account

Email [edit](#)

Verified. Thank you for verifying your email.
This email is linked to your account.

Enable additional account creation

Additional Twitch accounts can be created using this verified email address

Phone Number [Add a number](#)

Enable additional account creation

You must have a verified phone number to modify this setting

Security

Keep your account safe and sound

Password [Change password.](#) Improve your security with a strong password.

Two-Factor Authentication [Set Up Two-Factor Authentication](#)

Add an extra layer of security to your Twitch account by using your password and a code on your mobile phone to log in.

TWITCH

Privacy

Blocked Users Blocking a user will:

- Prevent them from sending you whispers
- Prevent them from hosting you
- Prevent them from adding you as a friend
- Prevent them from purchasing gift subs for other users in your channel
- Filter their messages out of chats you don't moderate

[Show Blocked Users](#)

Block Whispers from Strangers Block whispers from strangers unless you whisper them first. A stranger is anyone who is NOT: your friend, someone you follow, someone you subscribe to, one of your mods, or one of your editors.

Block Receiving Gifts on Channels You don't Follow Block incoming gift subscriptions to channels you don't follow

Hide Progressive Gifter Badge and Gifts Given Count Do not show upgraded gifter badges or the number of Gift Subscriptions you have given in channels

Hide Subscription Status in Chat Viewer Card Do not show your Subscription status (tier or duration) for any particular channel in your profile or chat card

Hide Founder Badge Do not show Founder Badge in channels where you are eligible

Privacy

Continued under “Security and Privacy,” under the “Privacy” tab, you can adjust your settings to your preference. If you’re a streamer, it is likely most of these are enabled so you can interact with your community. However, if you're just a viewer, it is recommended you turn these settings on.

Moderation

If you are a Streamer, navigate to the “Moderation” tab. Here you can turn on “Auto Mod,” which will help regulate what people in your channel are allowed to type. It is recommended that you turn on the “Maximum” filter. You can also add permitted terms and phrases that you may want block, that “Auto Mod” may not catch.

AutoMod Controls

AutoMod Rulesets Automatically hold risky messages for Moderators to review Level 0: AutoMod is off >

Blocked terms and phrases Messages containing these terms or phrases will be blocked from chat >

Permitted terms and phrases Messages containing these terms, and no other blocked terms, will not be caught by AutoMod >

Channel Privileges

If you keep scrolling down in “Moderation,” you will reach the “Channel Privileges” section. Here you can change your settings as needed. It is recommended that you enable “Email and Phone Verification” for all chatters in your stream. Underneath you can make your own personal rules with “Chat Rules.” When someone enters your chat for the first time, they will see whatever you type here. You can also see what “Chatters” have been banned in your channel.

The screenshot shows the Twitch Creator Dashboard interface. On the left is a navigation sidebar with options like Channel, Video Producer, Creator Dashboard (highlighted with a red box), Safety, Emote Attribution, Subscriptions, Drops & Rewards, Wallet, Settings, Content Tuning, Language, Dark Theme, and Log Out. The main area is titled 'Moderation' and contains a sub-menu with options: CREATOR DASHBOARD, Home, Stream Manager, Insights, Community, Content, Settings, Stream, Channel, Moderation (highlighted with a red box), Viewer Rewards, Streaming Tools, Extensions, Creator Camp, and Safety Center. The 'Channel Privileges' section is expanded, showing 'Chat Verification' settings. Under 'EMAIL VERIFICATION', the 'All chatters must have a verified email' option is selected. Under 'PHONE VERIFICATION', the 'All chatters must have a verified phone number' option is selected. There are also sections for 'Verification Exemptions' (Subscribers, VIPs, Moderators), 'Chat Rules (private)' with a list of rules and a 'Save Changes' button, and 'Unban Requests (private)' with a 'Cooldown Period' of 15 minutes.

This screenshot shows specific chat settings. 'Followers-only mode' is set to 'Off'. Below it, a note states: 'When enabled, viewers must follow you for the specified amount of time before they are allowed to post messages in your channel.' 'Moderator tools in chat (private)' is turned on, with a note: 'Allows your moderators to view chat and ban history for users in your channel, and view and add comments on users.' 'Banned Chatters (private)' is also shown, with a note: 'View and modify your banned users list' and a right-pointing arrow.

It is important to make sure your settings on Twitch are set to the level of security that makes you comfortable. Viewers in your chat are able to do as much as you allow them to, so ensuring your settings are matching what you expect is necessary.

X (TWITTER)

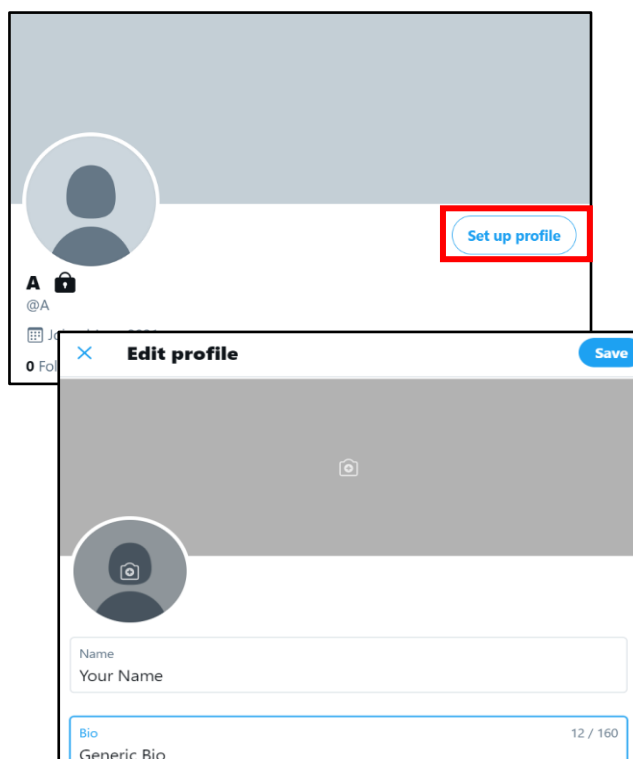
- **Do** be careful when using #hashtags in posts as it allows users to index and associate your posts with a particular topic.
- **Do** use caution when posting images and videos of any kind. Be aware of your surroundings, to include identifiable locations and any other personal security vulnerabilities.
- **Do** use a picture of something other than yourself for your profile photo. Profile photos are viewable to the public.
- **Do** ensure that family members take similar precautions with their accounts.

- **Don't** provide any identifiable information (e.g., name, hobbies, job title, etc.) on your profile or in your posts.
- **Don't** link your X account to any third-party applications such as Facebook, LinkedIn, or fitness apps.
- **Don't** allow X to access your location. Disable location services when posting images on whichever device you are using whether it be iOS, Android, or when uploading from your computer.
- **Don't** allow people you do not know in real life to follow you. Only maintain connections with people and pages you know and trust.

Your Profile

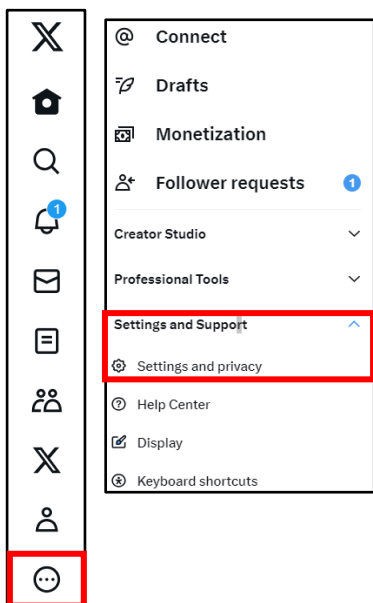
Let's start by locking down your account on your PC (web-based version) by first checking out what your "Profile" says about you. Click the "Profile" icon at the lower left of the screen - this is likely your profile picture. Click "Edit Profile" or "Set up Profile" as shown to the right.

Notice the "Profile Image" and "Header Image" sections. It is recommended you do not use photos of yourself for your profile and header photos. These are viewable to the public and present an unnecessary vulnerability.



Below the "Profile Image" section are the "Name," "Bio," "Location," "Website," and "Birthday" sections. Filling these in is not required, and it is recommended that you leave them blank or use generic information. Even if you use inaccurate location data, it is possible for someone to tie the data back to you by using data aggregator sites. Personally Identifiable Information (PII) is often used as a means to gain access to certain accounts (banks, credit cards, school etc.). Just providing your (correct) birthday could help someone steal your identity. Changing your birthday, even by just one day, during registration provides additional protection against identity theft.

X (TWITTER)



Settings and Privacy

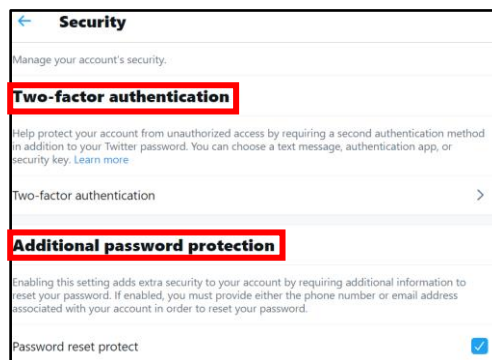
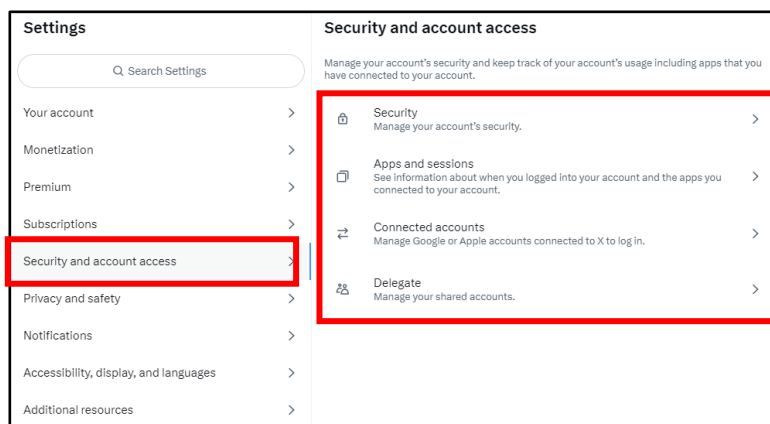
Now, let's move on to the "Settings and Privacy" tab under the "More" section on the same menu at the left-hand side of your screen.

Getting to the "Settings and Privacy" section on your smartphone varies slightly from the computer-based version. These settings need to be updated separately as X is programmed differently on each version. Settings may not automatically transfer between your devices.

From here, you will see your setting options and can review your account information, security, privacy and safety, notifications, etc.

Security and Account Access

Next, go to "Security and Account Access." Here it is recommended you activate "Two-factor authentication" and "Additional password protection" under the "Security" tab. You can also see the apps connected to your account, what accounts you use to login into X with, and manage any shared accounts you may have.

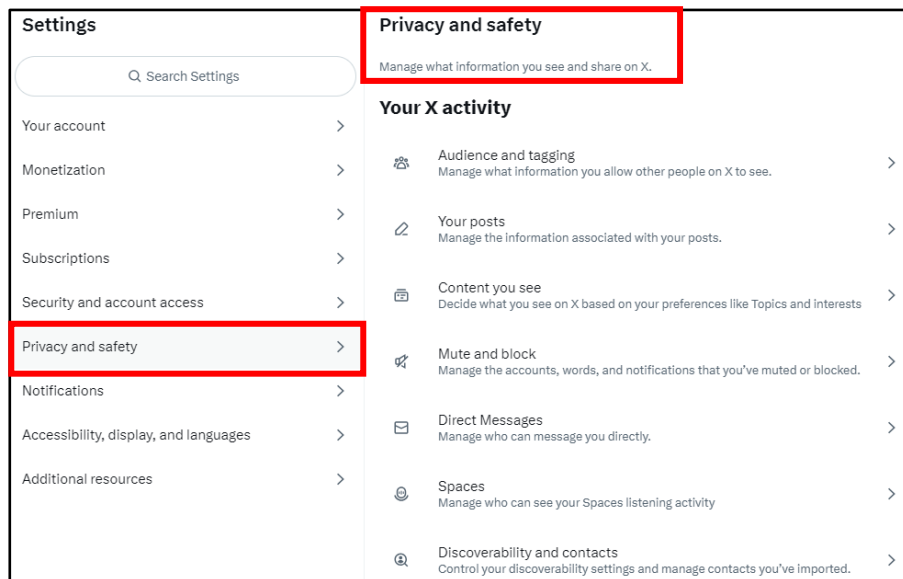


Changing an account's password does not automatically log the account out of X for iOS or X for Android applications. In order to log out of the account on these apps, sign in online and visit "Apps" in your settings. From there you can revoke access for the application, and the next time the app is launched a prompt will request that the new password be entered.

X (TWITTER)

Privacy and Safety Settings - Your X Activity

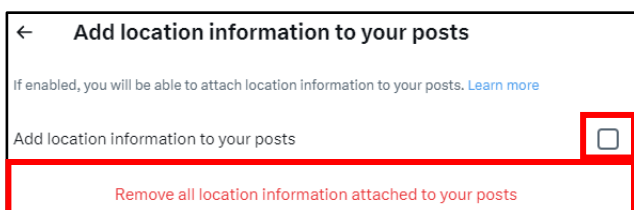
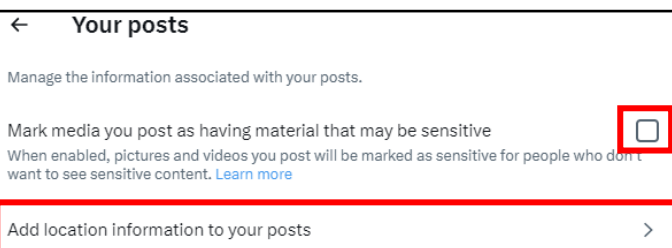
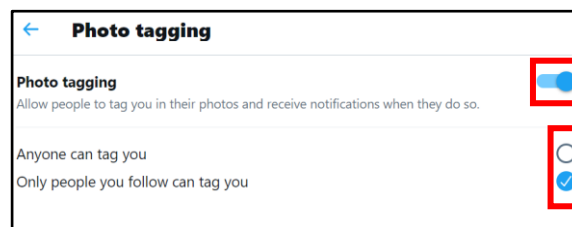
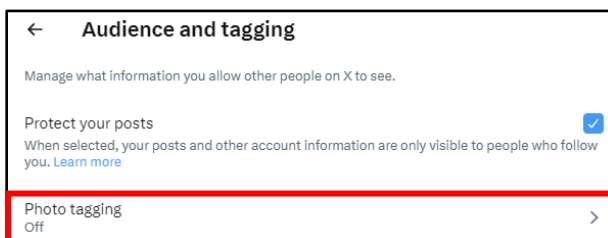
Next, go back to the left column, under “Settings” select “Privacy and safety” (see below).



Audience and Tagging

First, in the “Your X activity” section, go to “Audience and tagging.” Check the box to “Protect your posts” – this makes your account private.

Here you can turn off “Photo tagging” options or ensure only people you follow can tag you.



Location Information

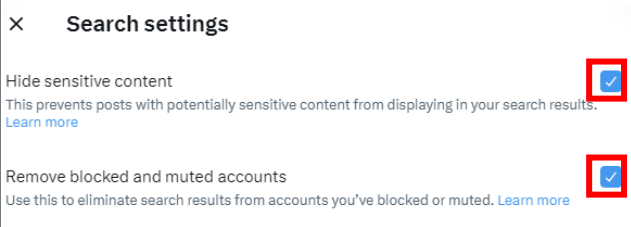
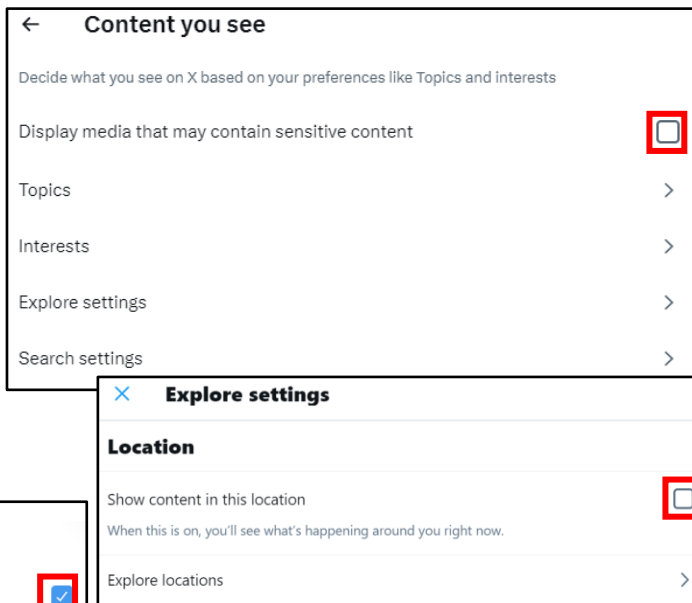
Next, go to the “Your Posts” section. Here you can mark your posts as “sensitive,” which will prevent those who you do not want to see that type of content from viewing your posts.

It is also important to remove location data from your post. Make sure the box is unchecked in the “Add location information to your Posts.”

X (TWITTER)

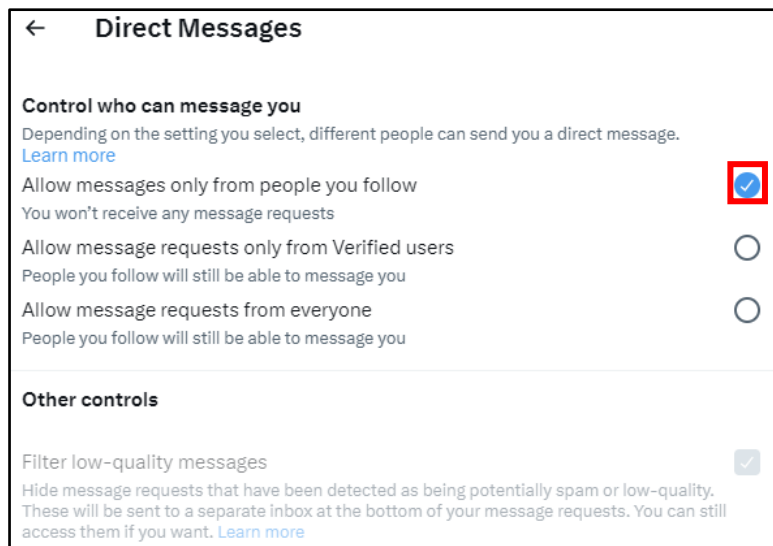
Content You See

These next settings help control the content you see. This menu is especially helpful if you are locking down a child's account. This section also has a location setting in "Explore settings" that uses your location to show you content happening near you. It is best to leave this unchecked. You'll also want to ensure "Search settings" are hiding sensitive content and blocked/muted accounts from view.



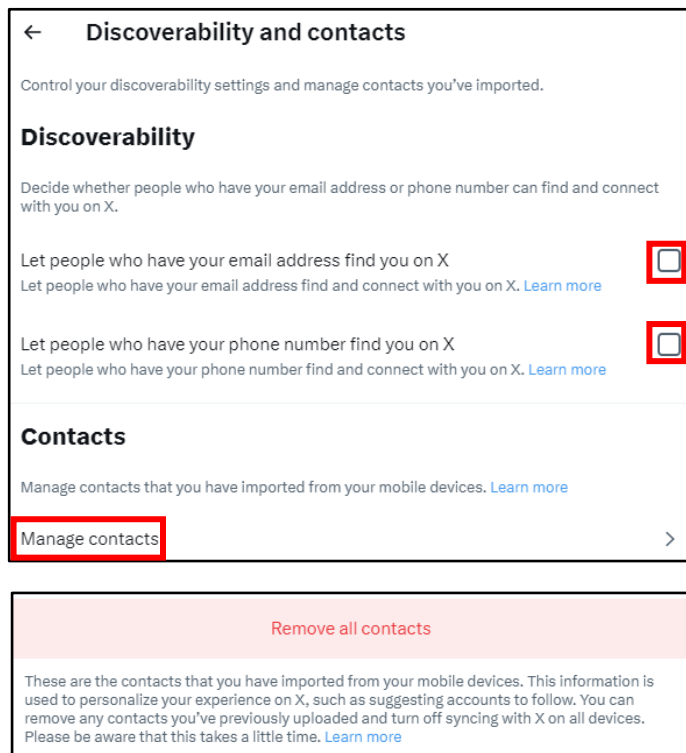
Direct Messages

Another setting to consider is how you're contacted on X. Go to the "Direct Messages" section. Uncheck the first box in this section in order to limit incoming messages from people you do not know. You can also check the "Filter low-quality messages" box which hides messages that are flagged as potential spam.



Hashtags (#) are used to index key words and topics on X. Think of them as the topic of your "post." Understand that if your account is public, and you use a hashtag on a post, anyone who does a search on that hashtag may find your post. When you add a hashtag to a post, X adds the message to the hashtag group to allow more users see your post.

X (TWITTER)



Discoverability and Contacts

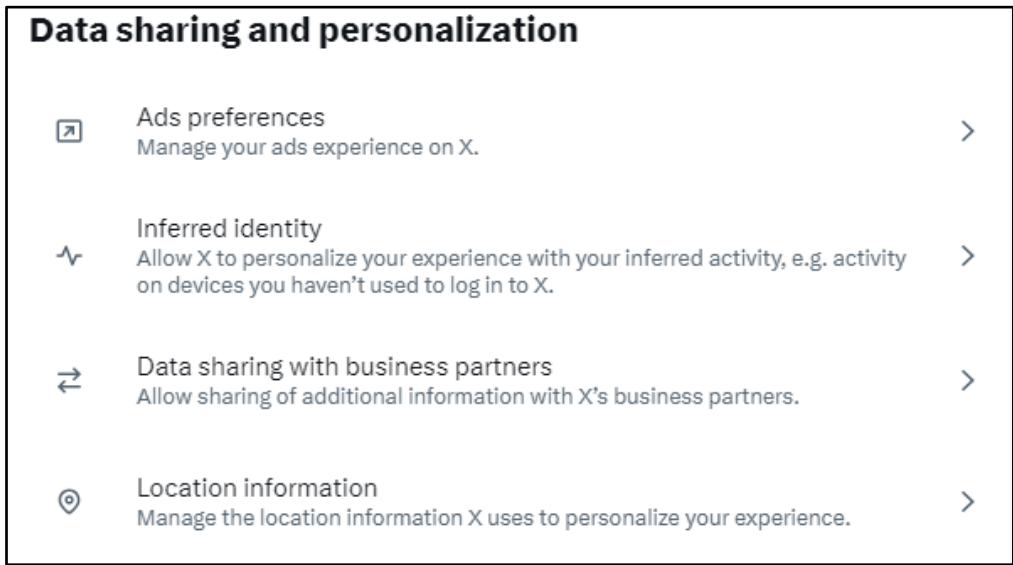
In the “Discoverability and contacts” section, ensure both boxes under “Discoverability” are unchecked. It is best to maintain as much control as possible over who is connecting with you.

In the “Contacts” section, you can review and remove any contacts X has collected. It is recommended that you not synchronize any of your accounts together or include any email accounts with contact information in them. Synchronizing your email accounts allows X to do more than just upload your contacts - X uses the information to learn more about you and your contacts.

“Remove all contacts,” if there are any in this section, and remember to keep your identifying information off your own X account, in case your contacts try to import your data to any of their accounts.

Privacy and Safety – Data Sharing and personalization

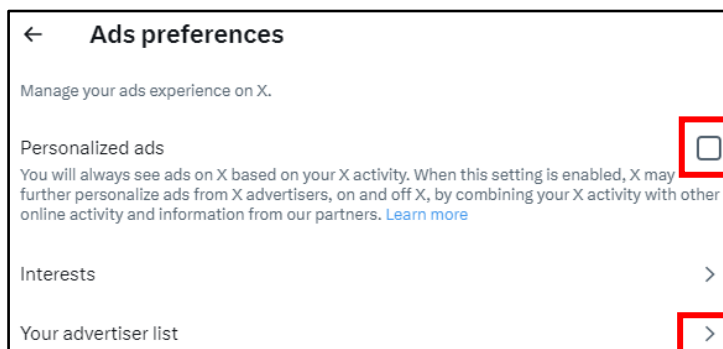
Now, go back to the “Privacy and safety” menu and scroll down. Here, you’ll see “Data Sharing and personalization.” This is where you can manage ad preferences and other location or data-based information from being used by the application.



X (TWITTER)

Ad Preferences

In the “Ad Preferences” section, make sure you have unchecked the “Personalized ads” box. You can also see the interests X has mapped to you. Lastly, you can see if you are part of a tailored audience in the “Your advertiser lists.” Tailored audiences are often built from email lists or browsing behaviors. They help advertisers reach prospective customers or people who have already expressed interest in their business.



← Inferred identity

Allow X to personalize your experience with your inferred activity, e.g. activity on devices you haven't used to log in to X.

Personalize based on your inferred identity

X will always personalize your experience based on information you've provided, as well as the devices you've used to log in. When this setting is enabled, X may also personalize based on other inferences about your identity, like devices and browsers you haven't used to log in to X or email addresses and phone numbers similar to those linked to your X account. [Learn more](#)

Inferred Identity

It is also recommended to deny X the ability to track your visits to other websites and your browser history, as well as turning off the personalization feature.

Data Sharing with Business Partners

X always shares information with business partners. It is recommended you leave, or ensure this setting is unchecked as well.

← Data sharing with business partners

Allow sharing of additional information with X's business partners.

Allow additional information sharing with business partners

X always shares information with business partners as a way to run and improve its products. When enabled, this allows X to share additional information with those partners to help support running X's business, including making X's marketing activities on other sites and apps more relevant for you. [Learn more](#)

Location Information

Lastly, you can see (and clear) places you've been and turn off in-app preferences based on past locations.

Other location settings from the previous “Personalization” section are also listed here for you to review and edit as needed.

← Location information

Manage the location information X uses to personalize your experience.

Personalize based on places you've been

X always uses some information, like where you signed up and your current location, to help show you more relevant content. When this setting is enabled, X may also personalize your experience based on other places you've been.

[See places you've been](#) >

Add location information to your posts >

Explore settings >

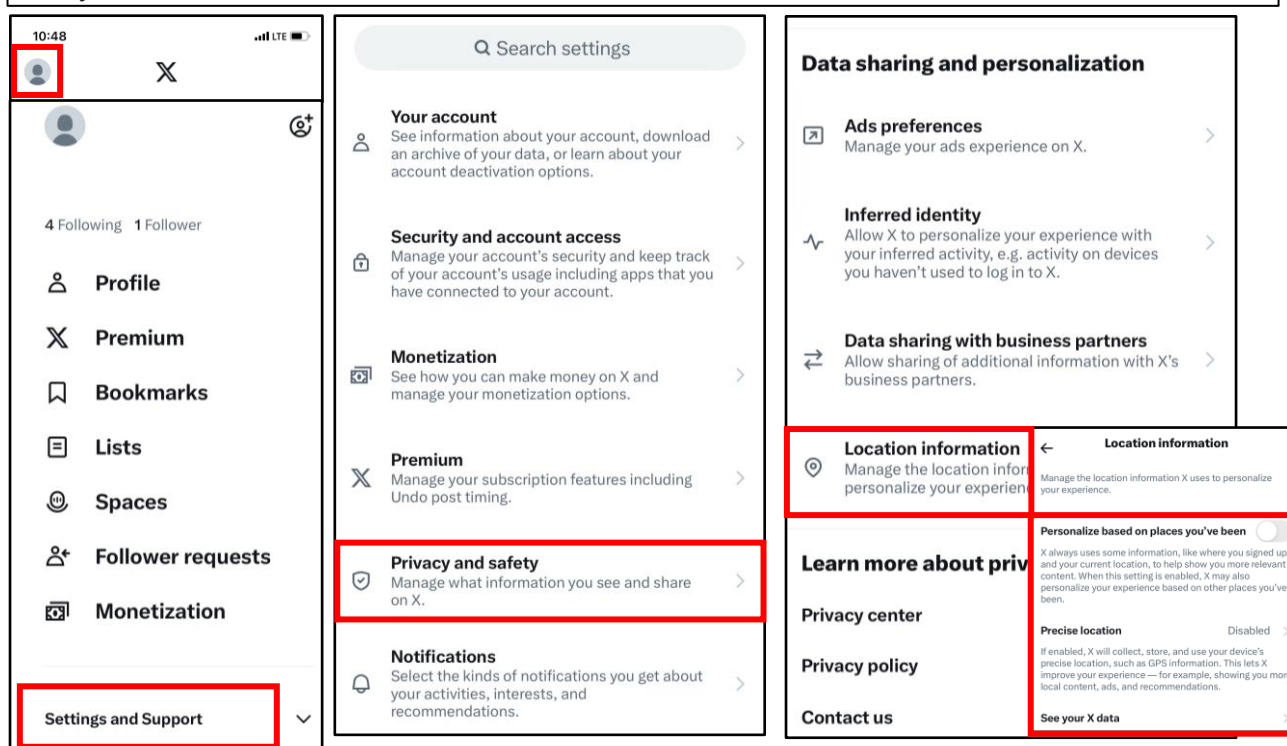
X (TWITTER)

Settings and Privacy

Getting to the “Settings” section on your smartphone is slightly different than the computer-based version. If you frequently access X on your mobile device, you will want to ensure all the previously discussed procedures are completed. Additionally, you will want to accomplish the one lockdown feature that is ONLY available on your smart device – the “Precise Location” feature.

It is important to turn this feature off because it allows X access to your location for advertisements and photo geo-tagging.

Set your “Location” to “Off” on ALL devices.



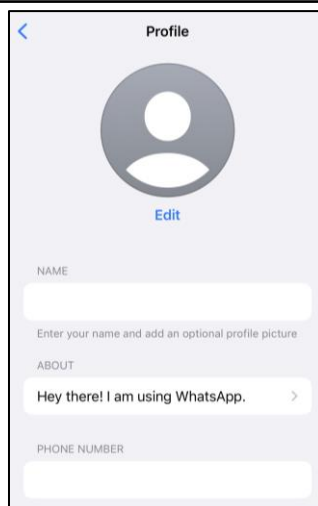
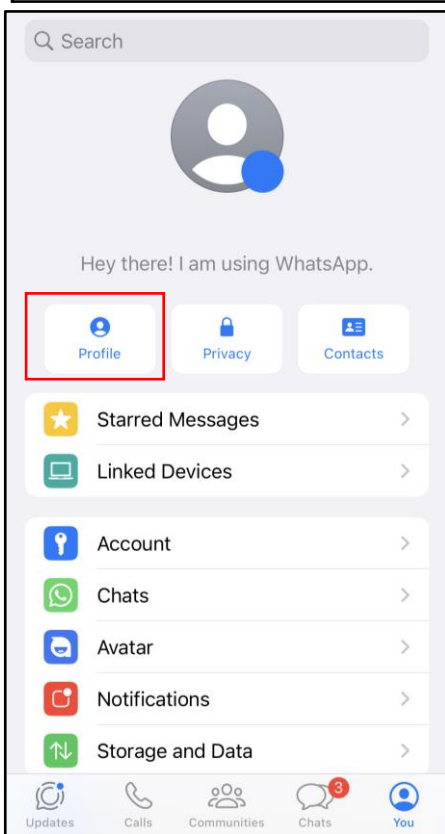
iPhone users: select the “Profile” icon at the top left of the screen, then select “Settings and Privacy” at the bottom of the menu. Next, select “Privacy and Safety,” scroll all the way down to “Location Information,” and “Precise Location” to ensure it is disabled. See images above.

Android users: getting to the “Settings and Privacy” section is similar to the computer-based version. Once you are in the “Settings and Privacy” link, select “Privacy and Safety” then scroll down to the bottom of the page and select “Precise Location.” It is recommended that you turn this function to “disable” and then select “done.” Images not provided, but similar to iPhone.

If you still need help or have questions, you can contact X using their Support handle @Support.

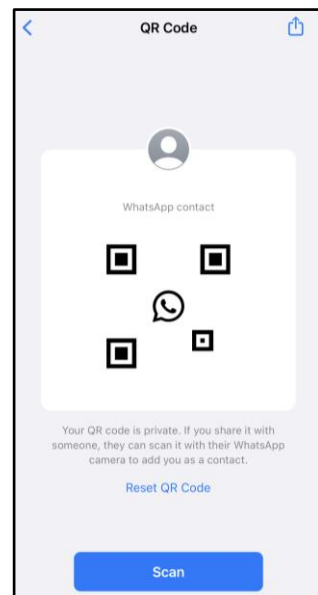
WHATSAPP

- **Do** set up privacy and security settings on WhatsApp and help your family do the same.
- **Do** remember there are privacy concerns when using your name and birthdate when registering for free services, such as apps and social media.
- **Do** change your password periodically and turn on Two-Factor Authentication to help keep your account secure.
- **Don't** send anything compromising over any social media or Internet-based tool/application.
- **Don't** establish connections with people you do not know. Understand that people are not always who they say they are online.
- **Don't** register or log in using third party sites (e.g., using Google to log-in to Twitter, etc.) or otherwise link third party sites together. These sites may aggregate and misuse your personal information and data.



Your Profile

If you click on your name, it will bring you to your Profile. Here you can edit your name, photo, and “About” information. It also shows the phone number registered to your account.



QR Code

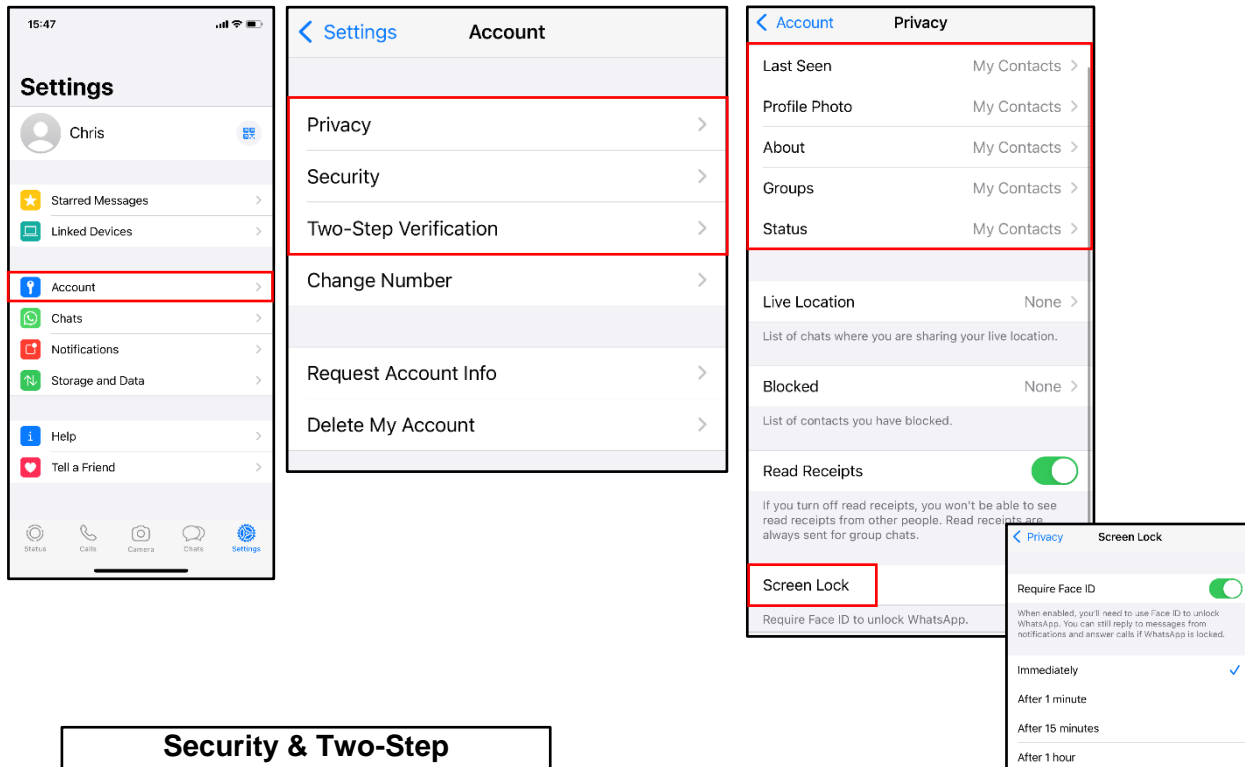
Separately, if you click on the QR code to the right of your name, the screen to the left will appear. It is the QR code associated with your account and can be used to add Contacts. It is recommended you only give your QR code to people you know and trust.

WhatsApp has built in end-to-end encryption; meaning that your messages, photos, videos, voice messages, documents, and calls are encrypted during transmission so that only you and the person you're communicating with can read or listen to what was sent.

WHATSAPP

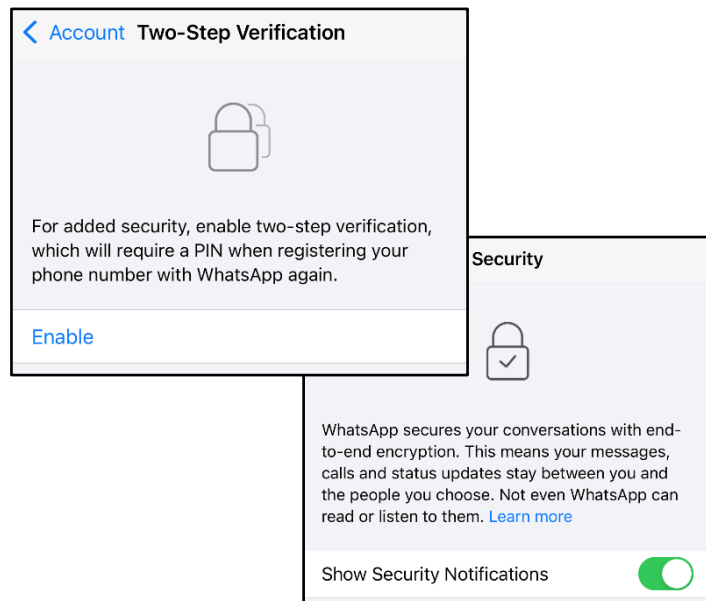
Privacy

Under “Account” go to “Privacy.” Once here, you can go through the settings to change who is able to view things like your “Status,” “Profile Photo,” “About,” and “Last Seen” online. It is recommended to set it to “My Contacts.” There is also an option for “Nobody” and “Everyone.” Ensure that your “Live Location” is turned off and that your “Screen Lock” is enabled. “Screen lock” will make it so you’ll need your Face ID to open WhatsApp. However, you will still be able to reply to messages from notifications and answer calls.



Security & Two-Step Verification

Under “Account” go to “Security.” Here you can enable “Show Security Notifications.” This will make it so you get notified when your security code changes for a contact. This security code is the QR code you give when adding a friend. They can sometimes change as people reset their code, re-install WhatsApp, or change phones. Next is “Two-Step Verification.” It is recommended you enable this to add an extra layer of security.



- **Do** require a password for all meetings and webinars conducted in Zoom. This will help to minimize intruders from gaining access to your conferences.
- **Do** make sure to control screen sharing capabilities within Zoom. We recommend you never give up control of your personal screen to anyone you are in a meeting with.
- **Do** have all attendees register prior to meeting on Zoom in order to dissuade Zoombombers from entering your meetings.
- **Do** discuss potential security and privacy concerns with your participants or company prior to using Zoom.
- **Do** review updated security notes posted by Zoom.
- **Don't** use video call if it is not required. When possible, it is recommended to refrain from using video conferencing in Zoom. Instead, simply dial into meetings, which limits the information you are required to provide.
- **Don't** allow participants to share their screen during any of your meetings.
- **Don't** forget to lock your meeting once you have confirmed all known participants have entered your meeting domain. Doing so will prevent intruders from gaining access during your meeting.

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING A

The following steps are for the computer web-based application, followed by the Android and iPhone.

Once you are signed into your Zoom account, look to the left of your screen and below "Personal," select "Settings" (shown here highlighted in red to the left.) On the screen you will see three tabs; "Meeting," "Recording," "Audio Conferencing," "Collaboration Devices" and "Zoom Apps." In the "Meetings" tab scroll down until you see the section shown below. It is recommended you always authenticate users and require a password when scheduling any meeting.

Meeting Recording Audio Conferencing Collaboration Devices Zoom Apps

Security Security

Schedule Meeting

In Meeting (Basic) Require that all meetings are secured with one security option

In Meeting (Advanced) Require that all meetings are secured with one of the following security options: a passcode, Waiting Room, or "Only authenticated users can join meetings". If no security option is enabled, Zoom will secure all meetings with Waiting Room. [Learn more](#)

Email Notification

Other

Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Meeting Passcode

All instant, and scheduled meetings that users can join via client, or room systems will be passcode-protected. The Personal Meeting ID (PMI) meetings are not included.

Require a passcode for meetings which have already been scheduled

Require passcode for participants joining by phone

A numeric passcode will be required for participants joining by phone if your meeting has a passcode. For meeting with an alphanumeric passcode, a numeric version will be generated.

Embed passcode in invite link for one-click join

Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

Only authenticated users can join meetings from Web client

The participants need to authenticate prior to joining meetings from web client

Require a passcode for Personal Meeting ID (PMI)

Only meetings with Join Before Host enabled

All meetings using PMI

Embed passcode in invite link for one-click join

Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

In response to criticisms of weak security and privacy, Zoom has modified passcode options. Zoom has pre-selected and locked user ability to toggle “Off” passcode options, thus making it more secure for users. We recommend you still verify these options are toggled “On,” as shown to the left. The last portion, “Only authenticated users can join meetings from Web client” allows users the option to toggle “On” or “Off.” We recommend you keep it toggled “On.”

To the left you will see a continuation of the password requirements and recommendations located in “Meeting.” We recommend you require meeting attendees to input the provided password and **not** to embed the password into the meeting link. We also recommend you use a “Pre-meeting Password” and not your “Personal Meeting ID.”

Require Encryption for 3rd Party Endpoints (H323/SIP)

Zoom requires encryption for all data between the Zoom cloud, Zoom client, and Zoom Room. Require encryption for 3rd party endpoints (H323/SIP).

Chat

Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat

Private chat

Allow meeting participants to send a private 1:1 message to another participant.

Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

File transfer

Hosts and participants can send files through the in-meeting chat.

Only allow specified file types

Screen sharing

Allow host and participants to share their screen or content during meetings


Disable desktop/screen share for users

Disable desktop or screen share in a meeting and only allow sharing of selected applications.

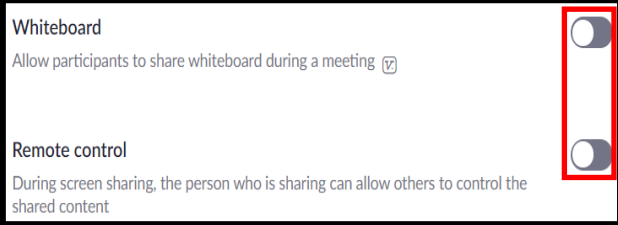
Also, we recommend you use end-to-end encryption whenever possible when using any device that holds your personal information, Zoom is no different. Note: Zoom’s encryption capabilities have been called into question on several occasions. Therefore, we recommend you watch what is documented on Zoom when in a meeting, as the meeting host’s encryption may not keep your information secure. While using chat features on Zoom, we recommend you not allow other attendees to save chats. In order to do this, scroll down until you see “Chat” (shown here to the left.) All configurations to the left are recommended for the “Chat” section. Scrolling past “Chat” you will find “File transfer” next in your “Meeting” tab. Due to Zoom’s lack of acceptable encryption and recent security issues, we recommend you not send files of any kind on Zoom.


Next, scroll down to “Screen sharing.” We recommend you not allow the ability to screen share when in a meeting on Zoom. If you must allow screen sharing, we recommend that users control who can share screens and who can take control of those screens.


As you continue to scroll down, we recommend you disable the sections “Whiteboard” and “Remote control” (highlighted here in red). It is never recommended that Users give up control of their own computer to any other individual, whether it is a personal computer or company computer.

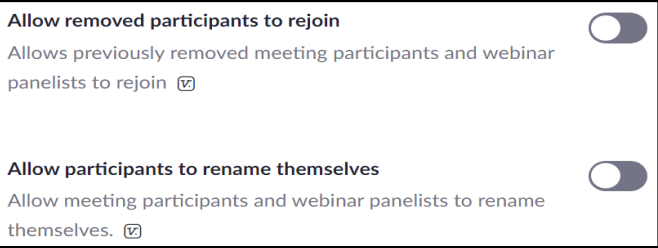
Whiteboard
Allow participants to share whiteboard during a meeting 

Remote control
During screen sharing, the person who is sharing can allow others to control the shared content



Allow removed participants to rejoin
Allows previously removed meeting participants and webinar panelists to rejoin 

Allow participants to rename themselves
Allow meeting participants and webinar panelists to rename themselves. 



New to Zoom is a feature that allows participants to rejoin a meeting if they have been previously removed. It is important you turn this function to “off” in order to prevent users that might hack into your meetings, to continue to rejoin after you have identified and removed them. In order to do so simply scroll down past “Remote Control” and find “Allow removed participants to rejoin” and toggle it to “off.” It is also a good idea to not allow individuals to rename themselves in order to prevent any confusion from other participants.


Remote support
Allow meeting host to provide 1:1 remote support to another participant

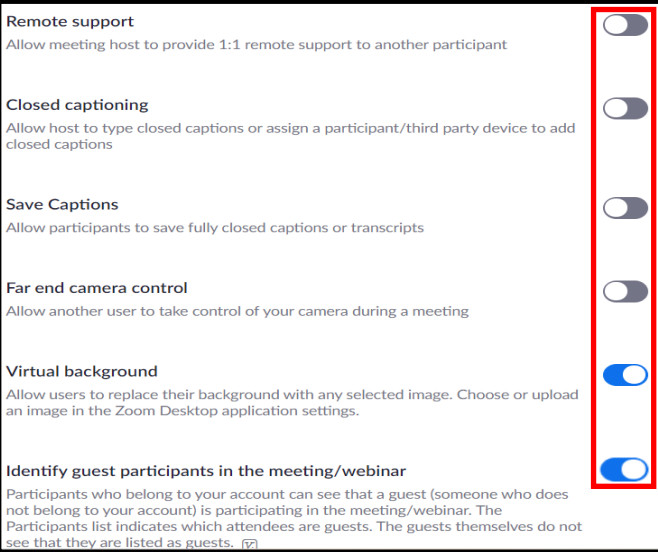
Closed captioning
Allow host to type closed captions or assign a participant/third party device to add closed captions

Save Captions
Allow participants to save fully closed captions or transcripts

Far end camera control
Allow another user to take control of your camera during a meeting

Virtual background
Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.

Identify guest participants in the meeting/webinar
Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests. 

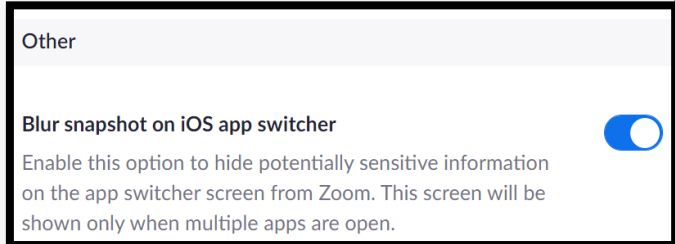


Once you have set the above recommendations, continue to scroll down until you find the “In Meetings (Advanced)” section. Here you will find a series of settings that need to be updated/checked to ensure they meet your specific security requirements. However, we recommend meeting attendees **not** participate in any third-party activities while on Zoom. We also recommend users **not** allow other users to take control of their camera while using Zoom. When setting up a meeting or webinar, it is important to ensure you are able to see “guests” who might be participating for both you and your contacts. If you scroll down, still in “In Meetings (Advanced),” you can enable the “Identify guest participants in the meeting/webinar” (shown to the left).

If you scroll all the way to the bottom of this section, you will find yet another new section on Zoom. This final section will allow you to blur any photos that are being made from users on smart devices in order to control proprietary information or other individuals who might be in attendance. If you are using Zoom for business functions it is important that you enable this function to ensure your companies privacy.

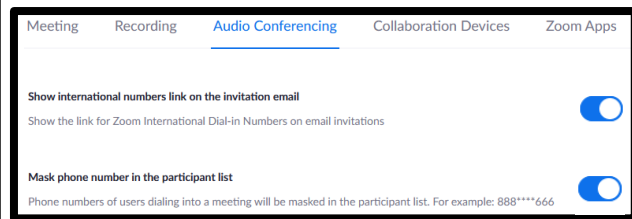
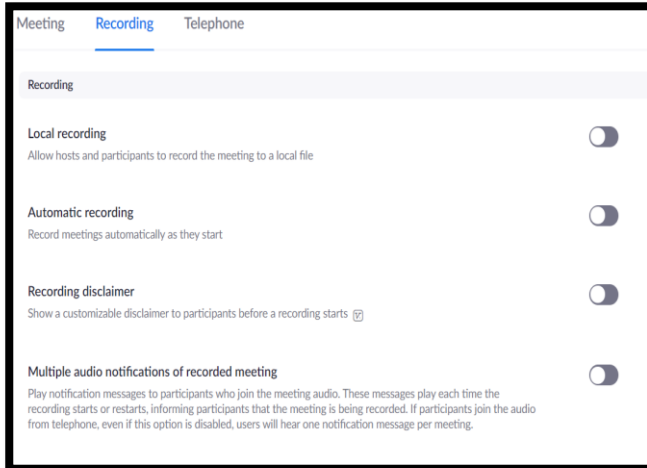
Other

Blur snapshot on iOS app switcher
Enable this option to hide potentially sensitive information on the app switcher screen from Zoom. This screen will be shown only when multiple apps are open.



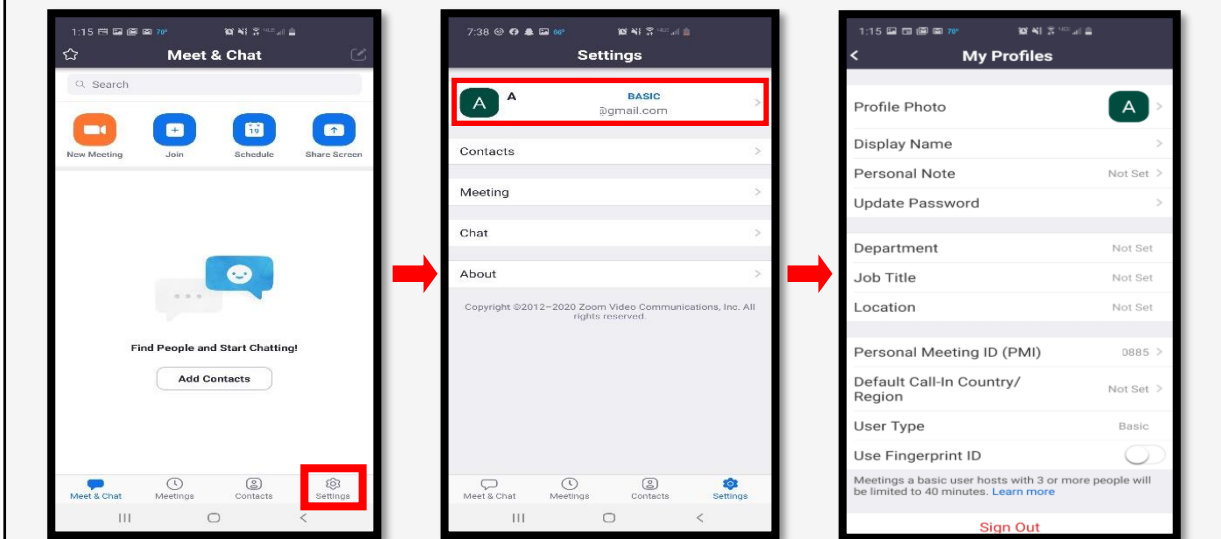
Now, scroll back to the very top of the screen and select “Recording” from the menu option (shown to the right, selected in blue).

Though there are not very many selections to go through, it is still very important to review all your settings here and enable or disable any features you see fit. It is recommended you disable most, and preferably all, features located in the “Recording” section. The only exception here would be the very last feature, which is more of a personal preference than a security issue. It is recommended you **not** allow anyone to record your meetings.



Head back up to the menu and select “Audio Conferencing” to review the final settings here. First, it is recommended that you mask meeting attendees’ phone numbers. In order to do this, simply toggle the “Mask phone number in the participant list” to enable (shown to the left in red).

When using Zoom on your smartphone there are a few security and privacy settings that should be considered for safe use. Though it is not recommended for use on your smart phone, should you choose, there are a few settings to consider here. On both the Android and iPhone, look to the lower right of your screen and select “Settings” (shown below to the left in red). Next, select your name/email from the top of the screen to take you to your profile page. NOTE: iPhone Users, before selecting your name/email you can look to the lower portion of your screen to “Enable” or (recommended) “Disable” any “Siri Shortcuts” related to this application. In your “My Profiles” section, review each individual section and ensure no personal information has been provided. It is recommended you use initials for your “Display Name,” write no “Personal Notes” about yourself and not fill in any other personal information about yourself or the company you are affiliated with unless otherwise directed.



Do you think your account may have been compromised or hacked? Have you noticed any of the following:

- Unexpected calls or messages made or received from your account.
- Any Direct Messages sent from your account you did not initiate.
- Other account behaviors you didn't perform or approve (like following, unfollowing, blocking, etc).
- A notification from Zoom stating your account may be compromised.
- A notification from Zoom stating your account information (bio, name, etc.) has changed.
- Your password is no longer working, or you are being prompted to reset it. *If this occurs it is highly recommended you sign-in online and change your password immediately.

If you said "Yes" to any of the above, it is recommended you immediately do the following actions:

- Delete any unwanted messages that were posted while your account was compromised.
- Scan your computers for viruses and malware, especially if unauthorized account behaviors continue to be posted after you've changed your password.
- Make sure to change your password. Always use a strong password you haven't used elsewhere and would be difficult to guess.
- Consider using login verification (if you haven't done so already,) instead of relying on just a password. Login verification introduces a second check to make sure you and only you can access your Zoom account. Note: Two Factor Authentication for Zoom ONLY works on the web-based app and only if you are an admin or if the admin has set it up for you.
- Be sure to check your email is secure. It may be worth changing the password to both your Zoom account and the email associated with your Zoom account.

If you need to report a violation of Zoom's Terms of Service follow this link:
<https://support.zoom.us/hc/en-us/articles/200613919-Report-Terms-Of-Use-Violation>.

If you would like to terminate your account, follow this link: <https://zoom.us/account>.

If you still need help or have questions, you can always contact Zoom using their Support site at: <https://support.zoom.us/hc/en-us/articles/201362003>.

Important Information Regarding Zoom: If your Zoom meeting gets "Zoombombed" there are a few things that can be done. First you can lock them out by going to the "Participants List" in the navigation bar and select "more." Next click "Lock Meeting" to prevent any additional intruders from entering your meeting, which will also allow you to remove individuals without them being able to regain access.

If you are less worried about the intruder and more worried about the disruption, follow the same path but to the "Participants List" and scroll down to select "Mute All Controls." This option is not recommended for privacy and security concerns.

- **Do** take time to clean up old credit cards from your account.
- **Do** use Two-Factor Authentication to protect all your information on Amazon. With all the information that Amazon captures, it is important to make sure it is protected by every means available.
- **Do** frequently update your password for Amazon.

- **Don't** link any other accounts to your Amazon account. This will limit what outsiders can find out about you, to include your pattern of life, interests, and hobbies.
- **Don't** fall for scams on Amazon or from emails that appear to be from Amazon.
- **Don't** buy from international sellers. Avoiding this will help protect you from identity theft and scams.

Your Account

In order to lock down your Amazon account you will need to access “Your Account,” located on the upper right side of your screen. Look for the “Account & Lists” drop-down link and select the down arrow. From this list, select “Account.”

Below is a picture of the Amazon Drop down menu and the various topics within the “Account” section. Each of these topics will be referenced periodically throughout this guide so please take note of them here as a reference point.

Hello, Sign in
Account & Lists ▾

Your Account

Account

Orders

Recommendations

Browsing History

Watchlist

Video Purchases & Rentals

Kindle Unlimited

Content & Devices

Subscribe & Save Items

Memberships & Subscriptions

Prime Membership

Amazon Credit Cards

Music Library

Start a Selling Account

Register for a Business Account

Your Account



Your Orders
Track, return, or buy things again



Login & security
Edit login, name, and mobile number



Prime
View benefits and payment settings



Gift cards
View balance, redeem, or reload cards



Your Payments
Manage payment methods and settings, view all transactions



Your Profiles
Manage, add, or remove user profiles for personalized experiences



Your devices and content
Manage your Amazon devices and digital content



Your Messages
View messages to and from Amazon, sellers, and buyers



Archived orders
View and manage your archived orders



Your Lists
View, modify, and share your lists, or create new ones

Ordering and shopping preferences

Your addresses
Your Payments
Your Transactions
Your Amazon profile
Download order reports
1-Click settings
Amazon Fresh settings
Language preferences
Manage saved IDs
Coupons
Product Vouchers
VAT registration number

Digital content and devices

All things Alexa
Manage content and devices
Your apps
Prime Video settings
Amazon Music settings
Manage Amazon Drive and photos
Digital games and software
Twitch settings
Audible settings
Amazon Coins
Digital gifts you've received
Digital and device forum

Memberships and subscriptions

Kindle Unlimited
Prime Video Channels
Music Unlimited
Subscribe & Save
Amazon Kids+
Audible membership
Your Essentials
Magazine subscriptions
Other subscriptions

Communication and content

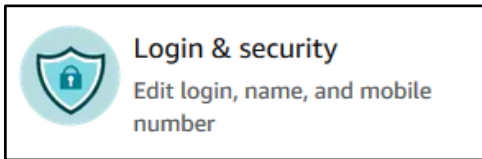
Email subscriptions
Advertising preferences
Communication preferences
Shipment updates via text
Alexa shopping notifications
Deals Notifications
Videos you've uploaded

Shopping programs and rentals

Third Party Credit Card Installment
Manage Your Profiles
Rentals by Amazon
Amazon Household
Shop the Kids' Store by age
No-Rush rewards summary
Teens Program
Pet Profiles
Shop with Points
Amazon Second Chance

Other programs

Account Linking
Amazon credit cards
Your seller account
Login with Amazon
Amazon Pay
Manage your trade-ins
Amazon Business registration
Amazon Web Services
Amazon tax exemption program



Login and Security

Let's look at the "Login & Security" settings first. See the picture to the left. First, review the general login information provided to ensure all of it is accurate. Click "Edit" if you find any discrepancies. Next, head to the "Two-Step Verification (2SV) Settings" section and select "Edit" (highlighted in red to the left). Now, select "Get Started" and follow the prompts.

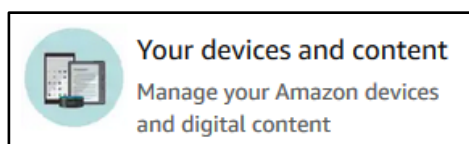
Since Amazon retains some of your most sensitive information, like your credit cards and address this feature is important to help secure your account. It is highly recommended here and throughout this guide that, where possible you turn on "Two-Step Verification" in order to help prevent others from gaining access to your account.

A screenshot of the 'Login & security' settings page. It shows fields for Name, Email, Mobile Phone Number, and Password, each with an 'Edit' button. Below these is a link for 'Notice suspicious activity?'. At the bottom, the 'Two-Step Verification (2SV) Settings' section is highlighted with a red box, showing 'Manage your Two Step Verification (2SV) Authenticators' and an 'Edit' button.

Devices and Content

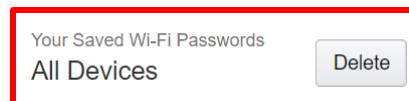
Now, let's go back to the "Account" page and select "Your devices and content," then select "Change your digital and device settings" which should open the "Preferences" section. If not, select "Preferences" from the top menu.

Review the settings presented here to make sure the content agrees with your needs. It is recommended you review "Saved Wi-Fi Passwords" to make sure there are no passwords saved that you do not want Amazon to retain. There is a plethora of other settings to check within this section and it is recommended that users periodically revisit these settings to ensure all are in accordance with your needs.



Things you can do

- View or cancel your digital orders
- Manage devices
- Ask the Amazon Community
- Manage digital content
- Change your digital and device settings**
- Install or remove apps



Alexa Voice History

Now look to the “Manage Your Content and Devices” header menu and select “Privacy Settings” and either select “Alexa Privacy” from the drop menu or simply select the full menu and then select “Alexa Privacy.” Here you can review the privacy settings associated with any Alexa devices you may have.

First look to the right of this menu (shown below) to find the “Alexa Privacy” or “Privacy Settings” menu and select “Review Voice History.” Here you can review every sound detected by Alexa, which includes but is not limited to any/all commands you have ever asked of Alexa. It is recommended that you periodically visit this section and clear your command history the same way you would clear your cookies and cache from your browsers. Select the time frame you wish to review/delete and then select “Delete Detected Sounds History.”

Next, locate “Review History of Detected Sounds” from the side menu to review any sound Alexa may have picked up over the course of her “life.” It is recommended this section be periodically reviewed and its content deleted.

Manage Your Content and Devices Content Devices Preferences **Privacy Settings**

Overview
Review Voice History
Review History of Detected Sounds
Review Smart Home Device History
Manage Skill Permissions
Manage Your Alexa Data

Review Voice History

Review and manage your voice recordings.

Displaying: **Today**, All devices

Delete all recordings from today

Review History of Detected Sounds

History of Detected Sounds shows events you have opted to have Alexa detect, such as Smart Alerts for the sounds of glass breaking or smoke/CO alarms. You can filter by date and choose an entry to see details, listen to and delete recordings.

To learn more about the events you have opted to have Alexa detect, and the devices on which Alexa is detecting them, [click here](#).

Date Range

All History ▾

Delete All Recordings for All History

Smart Home Device History

Now, select “Review Smart Home Devices History” here users can review all devices that are connected to Alexa, which also means they are connected to Amazon and can potentially make purchases on that connected account. This section should be reviewed routinely to ensure only trusted devices are connected to Alexa and all others are deleted.

In the next section, “Manage Skill Permissions,” users can review any “skills” they may have enabled Alexa to have, such as accessing a devices’ street address or email address. It is not recommended that any of these “skills” be enabled. Finally, select “Manage Your Alexa Data” and review any information here that you do not wish Alexa to have. You can also set how long information such as recordings are kept. Once you have completed this section head back to the main “Account” section.

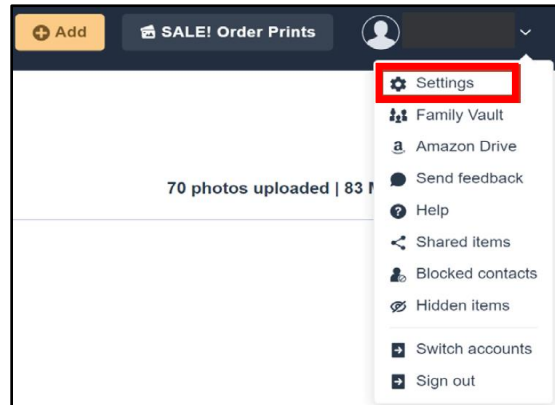
The screenshot displays two overlapping sections of the Amazon account settings interface. The top section, titled "Smart Home Device History", includes a home icon, a title, and explanatory text about data collection. It features a "Choose how long to save history" section with a radio button selected for "One-time deletion of all history", which is highlighted with a red box. Below this is an "Email complete history" section. The bottom section, titled "Manage Your Alexa Data", contains a "Voice Recordings" section with a toggle for "Enable deletion by voice" that is currently turned on. A "Choose how long to save recordings" dropdown is also visible.

Amazon Drive

Each Amazon account comes with an “Amazon Drive.” In order to lock down your “Amazon Drive,” navigate to “Digital content and Devices” from the “Account” menu and select “Manage Amazon Drive and Photos.”

On the top right of the screen, select your profile picture to open the “Drive” menu. Next, select “Settings” and review each section presented on your screen.

It is important to note there is a new section titled “Use your Alexa Contacts.” It is not recommended that you allow Alexa to obtain access to your contacts, so be sure this function is “Off.” Be sure to visit other sections, such as: “Find People, Places, and Things;” “Add Uploads to Family Vault;” as well as the “Manage Third-Party Apps” sections.



Use your Alexa Contacts



If you already imported contacts to use with Alexa, you can use these contacts in Amazon Photos. This allows you to share with these contacts whenever you tap the “share” button.

Find People, Places, and Things



Automatically tag your photos by keyword, group together photos of the same people and places, and more.

[Learn more](#)

Turn on image recognition to use Search or People. Image recognition organizes and lets you search for photos based on things in your pictures. This setting applies to all members of your Family Vault.

Illinois residents, by turning on image recognition features, you agree to [this important legal information](#).

Add Uploads to Family Vault



Automatically add your uploads to the Family Vault so others can see them.

Manage Third-Party Apps

Login with Amazon allows you to log in to registered third-party websites or apps using your Amazon user name and password. It also allows you to opt-in to letting third-party websites or apps read or modify content in your Amazon Photos account. [Learn more](#)

[Manage Login with Amazon](#)



Your Public Profile

Amazon provides you with your own “Public Profile.” This “Profile” and your entire “Amazon Account” can be linked to any of your social media accounts. It is important to review your profile and its settings to ensure it is locked down, not linked to other social media accounts, and not searchable by the public. See the next page for guidance

Your Public Profile

In order to lock down your public profile, go back to “Your Account,” then select “Your Amazon Profile” under the “Ordering and shopping preferences;” or you can choose the “Your Profiles” icon at the top of the page. From there, follow the steps below and on the remaining pages to best secure your profile.

Select “Edit your profile.” In the “Profile page settings” review all your information to make sure only information you want on a public profile is present. It is recommended you not display your full name in the “Your public name” section.

Scroll down on the page and find the “Add social links to your profile” section to make sure you have not linked any of your social media accounts to your Amazon account.

Ordering and shopping preferences

- [Your addresses](#)
- [Your Amazon Day](#)
- [Your Payments](#)
- [Your Transactions](#)
- [Your Amazon profile](#)



Your Profiles

Manage, add, or remove user profiles for personalized experiences

Manage your Profiles

Amazon programs may use these profiles to provide a personalized experience.

Your Name >

Kids >

[Looking for your Amazon Public Profile?](#)

Public Profile page settings

[View your public profile as visitor](#)

[Edit public profile](#)

[Edit privacy settings](#)

Your public name

N/A

This will not change the name associated with your account (Ashley Lonergan) [Edit](#)
Your public name will be visible on your public profile page and elsewhere on Amazon.
[Learn more about your public name](#)

Your public information (optional)

Bio

Share a little something about you

Occupation

Share your current job

Add social links to your public profile (optional)

Location

Share where

Facebook

Pinterest

Twitter

Instagram

Youtube

Your public information will be visible on your public profile page.

We will never share what you browse or purchase on Amazon. Amazon will never ask for your account login or password, billing information, or any other account details via your Public Profile page.

[Learn more about your public information](#)

Public Profile – Privacy Settings

Now let's go to the "Edit privacy settings" to review and ensure they are appropriately set. Once selected, review how they are presently configured. It is recommended that you select the box "Hide all activity on your profile" as well as "Hide sensitive activity." Users can view their "Profile" as a visitor would see it, by selecting "View your profile as visitor" from the top right of the "Profile page settings." This capability allows you to ensure their profile is properly locked down so that information specific to you is not readily available to anyone. Next, scroll down to the bottom of the "Edit privacy settings" and make sure the box titled "Allow customers to follow you" is not checked. It is also important to click on the "See who is following you" link to make sure you have not allowed anyone to follow you that you do not know or trust.

The screenshot shows the "Public Profile page settings" interface. At the top right, there is a link "View your public profile as visitor". Below this are two tabs: "Edit public profile" and "Edit privacy settings", with the latter highlighted in red. The main section is titled "What's public on your public profile" and includes a descriptive paragraph. Below this are three columns of settings: "Public activity" (with "Reviews" unchecked), "Following and badges" (with "Who You Follow" and "Top Reviewer Badges" unchecked), and "Lists" (with "Public Wish Lists", "Wedding Registry", and "Baby Registry" unchecked). At the bottom, two settings are checked and highlighted with a red box: "Hide all activity on your public profile" and "Hide sensitive activity". Each of these checked settings has a "Read more" link to its right.

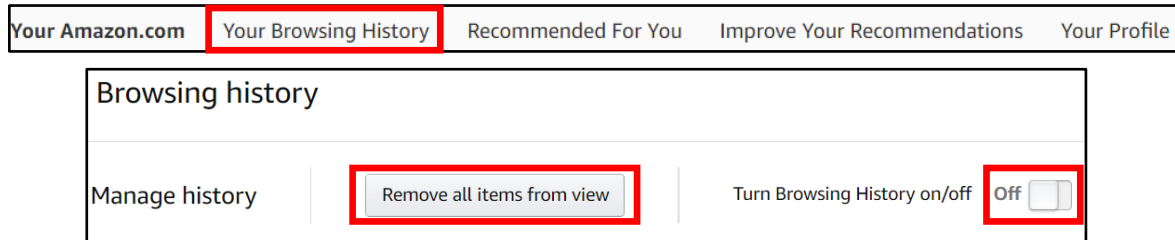
Follow Settings

If you do have any followers, you can delete them from this link and then update your privacy settings to preclude any future followers. It is recommended you do not let people follow you on Amazon, especially if you do not know and trust them. Although not recommended, allowing followers on Amazon is personal choice to be made in accordance with your comfort level.

The screenshot shows the "Follow settings:" section. It contains a single checkbox labeled "Allow customers to follow you", which is currently unchecked and highlighted with a red box. Below the checkbox is a descriptive paragraph: "When customers follow you, they will be notified of your new content, such as reviews or articles. You can turn this off at any time and customers will no longer be following you. We will not share what you browse or purchase on Amazon with your followers."

Browsing History

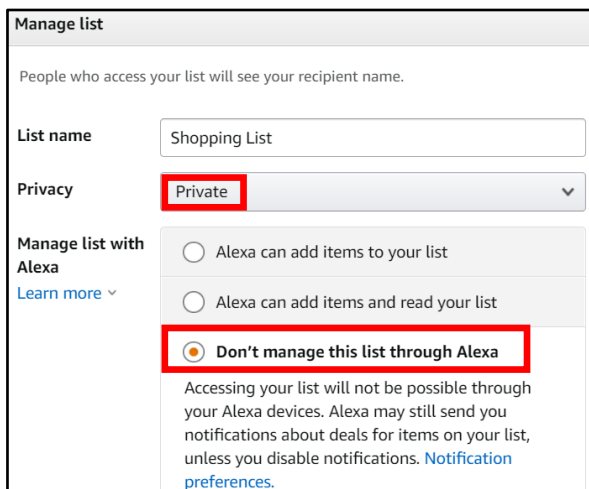
Now let's take a look at "Your Browsing History." Go to the top menu bar, from either the "Your Profile" section or the "Your followers" page and select "Your Browsing History." From here, look at the right side of your screen and select the drop-down arrow next to "Manage history." From here, it is recommended you remove all items and "Turn Browsing History" to "Off."



Wish Lists

One of the most public sections of Amazon is the "Wish Lists." If not made private, anyone can view your lists and gain information about who you are or who the people in your family are (how many, gender, age, etc.). People use "Lists" for making Christmas lists, birthday lists, or even grocery lists. The titles of these lists are revealing (e.g., a child's name for birthday or Christmas gifts). These bits of information pose an unnecessary risk as they could be useful to a social engineer or identity thief when combined with other bits of data on you.

Amazon has recently changed its privacy options for "Wish Lists," requiring users to enter an email address in order to access any "Wish List," so make sure that information is locked down. New to the "Wish List" is the option to provide Alexa with access to your "Lists." It is not recommended you authorize such access, instead set each list to "Private."



Select the "Your Lists" icon on the "Account" screen in order to begin the process of locking down your lists. Once there, your "Wish Lists" will be on the left-hand side of the screen (see above). In order to review and change these settings, select the ellipses and select "Manage List." From there, select "Privacy" and select "Private" from the options provided. Be sure to select "Save Changes."

Registries

Much like a “Wish List,” your registries can also be displayed publicly, therefore it is important to check the “Settings” for any registry you build on Amazon.

While still in your “Wish List,” go to the top menu and select a Registry to create. To create your “Registry” select “Create a new Registry” from the center of your page. Scroll down to “Who can see your registry” and select “Shared” or “Private” for the visibility of your registry. It is important to note that if you decide to make your registry “Public,” it may be shared on a third-party website – e.g., TheBump or TheKnot - unless you “Unselect” that option.

Amazon has created a new registry for birthdays which has many of the same lock down features as the Wedding and Baby registries. Once a registry has served its purpose, it is recommended that you go in and delete the registry from Amazon. Same for Wish List, once they have served their purpose, delete them.

Happily Ever After

Create a registry that celebrates who you are as a couple. Shop the world's largest selection to find everything you need to build your new life together.

[CREATE YOUR REGISTRY](#)

Do you want your registry to be public or private?

If you change your mind, you can update your preferences in Settings.

- Public
I want it searchable on Amazon.com
- Private
I want it visible only to myself
- Make my registry searchable on TheKnot.com

Audible

Head back to the “Account” section and select “Audible Settings” from the “Digital content and devices” menu. Note: this section is only for users who have also signed up for and use Audible. In the “Audible Settings” review each section but pay special attention to the “Profile & Preferences” section.

Here you will want to ensure that the “Allow other Audible members to see my location on the Audible” is toggled to the “Off” position. At the bottom of this page, you can also review what devices are registered and authorized to use your Audible account. If you notice any device that you do not recognize, simply select “Deregister” next to that device’s name.

PROFILE & PREFERENCES

Audible.com Community

[Edit your Audible profile](#)

Allow other Audible members to see my listed location on the Audible Listener Page and with my reviews.

Amazon.com Community

[View your profile](#)

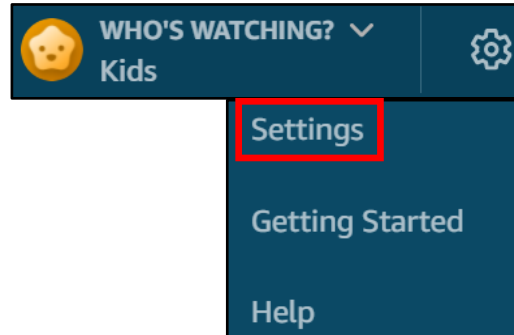


AMAZON

Parental Controls

If you have children, it is recommended that you review the “Parental Controls” and settings located in the “Video” section of Amazon. To do that you will need to go back to “Your Account” and select “Prime Video Settings” under “Digital content and devices.”

At the top of the page select “Parental Controls.” If you are a parent and want to monitor and protect your child(ren) from age-inappropriate material on Amazon, be sure to check this section in order to set “Prime Video PINs” and “Viewing Restrictions.” Here you can select at what age rating you would like Amazon to require a PIN.



Account & Settings

Your account Player **Parental Controls** Subtitles Your devices Watch History Hidden videos

Prime Video PIN

Your PIN is used to authorize Prime Video purchases and to bypass Parental Controls. [Learn more](#)

Purchase restrictions

To help prevent accidental charges, enable the Prime Video PIN for purchases. [Learn more](#)

Note: Restrictions for Fire devices and Xbox 360 must be set on the device.

On
 Off

Viewing restrictions

① Viewing restrictions **only** apply to the devices selected below. Restrictions for **Fire TV** and **Xbox** devices must be set on those devices. [Learn more](#)

Videos with these ratings require a PIN: 13, 16, 18

Tap age to set restrictions

G	Videos suitable for General Audiences are available.
7	Videos suitable for General Audiences and older children are available.
13	Videos suitable for general audiences, older children and teens are available.
16	Videos suitable for general audiences, older children, teens, and young adults are available.
18	All videos, including those not rated or for mature audiences, are available.

Communication and content

Email subscriptions

Advertising preferences

Communication preferences

Shipment updates via text

Alexa shopping notifications

Deals Notifications

Amazon Advertising Preferences

Interest-based ads are sometimes referred to as personalized or targeted ads. Our [Interest-Based-Ads](#) notice.

Submit Your Preference

Show me interest-based ads provided by Amazon

Do not show me interest-based ads provided by Amazon

Submit

Ad Preferences

Now let's check the security and privacy settings associated with advertising and communications on your account. Go back to "Your Account" and in the "Communication and Content" section, select "Advertising Preferences." Here you can review what Amazon provides to you and to advertisers.

Personalized ads, sometimes referred to as targeted or interest-based ads are built on information about you, such as the products you view, the purchases you make on Amazon, or websites you visit where Amazon might provide ads or content.

Communication Preferences

Go back to "Your Account" and select "Communication Preferences." Select the down arrow to the right of "Marketing Information by Post" and select "Do not send me marketing information by mail" (highlighted in red below). This will help to eliminate spam and other marketing emails from cluttering your inbox. Be sure to select the "Update" button to save these changes.

Communication Preferences Center

We'd like to stay in touch, but only in ways that you find useful.

Mail Preferences

Marketing Information by Post Don't miss out on our best recommendations and deals. Subscribe now to receive personalized mails and newsletters. ▼

Email Preferences

Do not send me marketing information by mail.

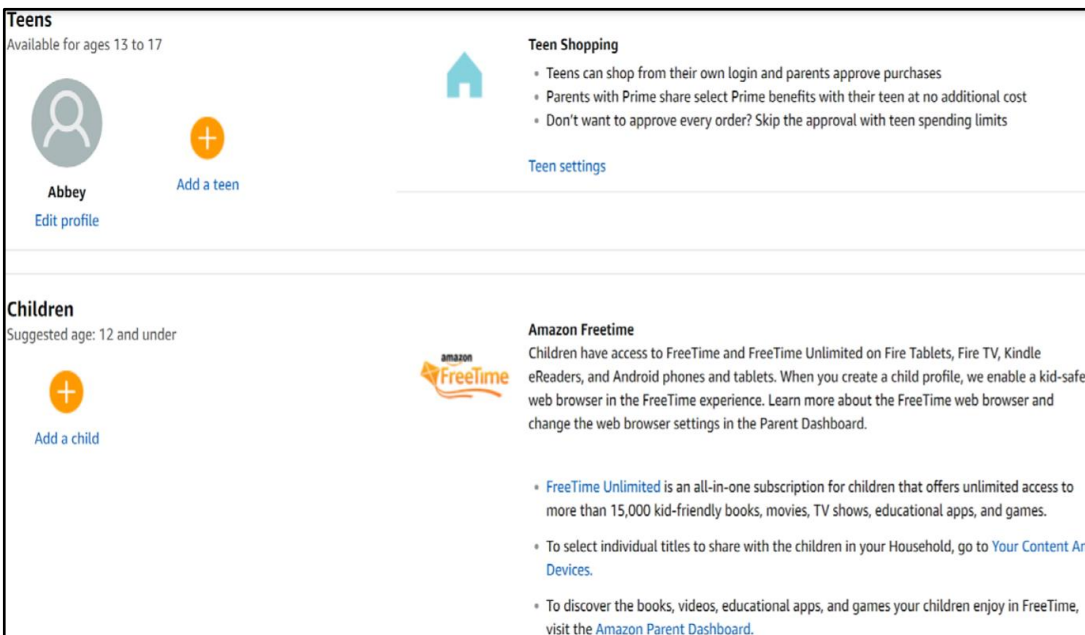
General Settings Email is currently being sent to alonerga@mail.usf.edu in HTML (Text and Images). ▼

Promotional Emails You're receiving emails for 0 departments.

Do not send me any marketing email for now

Other Account Considerations

Finally, Amazon has different profiles to help you manage your account and any account you may want to create for your children. For instance, a teenager can have their own log in and purchase ability, while parents maintain control over purchases. Parents can also add any children under 12 to their accounts to help manage the content displayed on certain devices, such as the Fire TV. In order to create or manage these accounts, select “Amazon Household” or “Teens Program” under “Shopping programs and Rentals.”



Definitions/Glossary of Terms

“Ships from” and “sold by” [seller]: This indicates a Third-party seller that ships an item directly to you. Amazon doesn’t touch the item. This is where scammers thrive. These items are not “Prime” eligible.

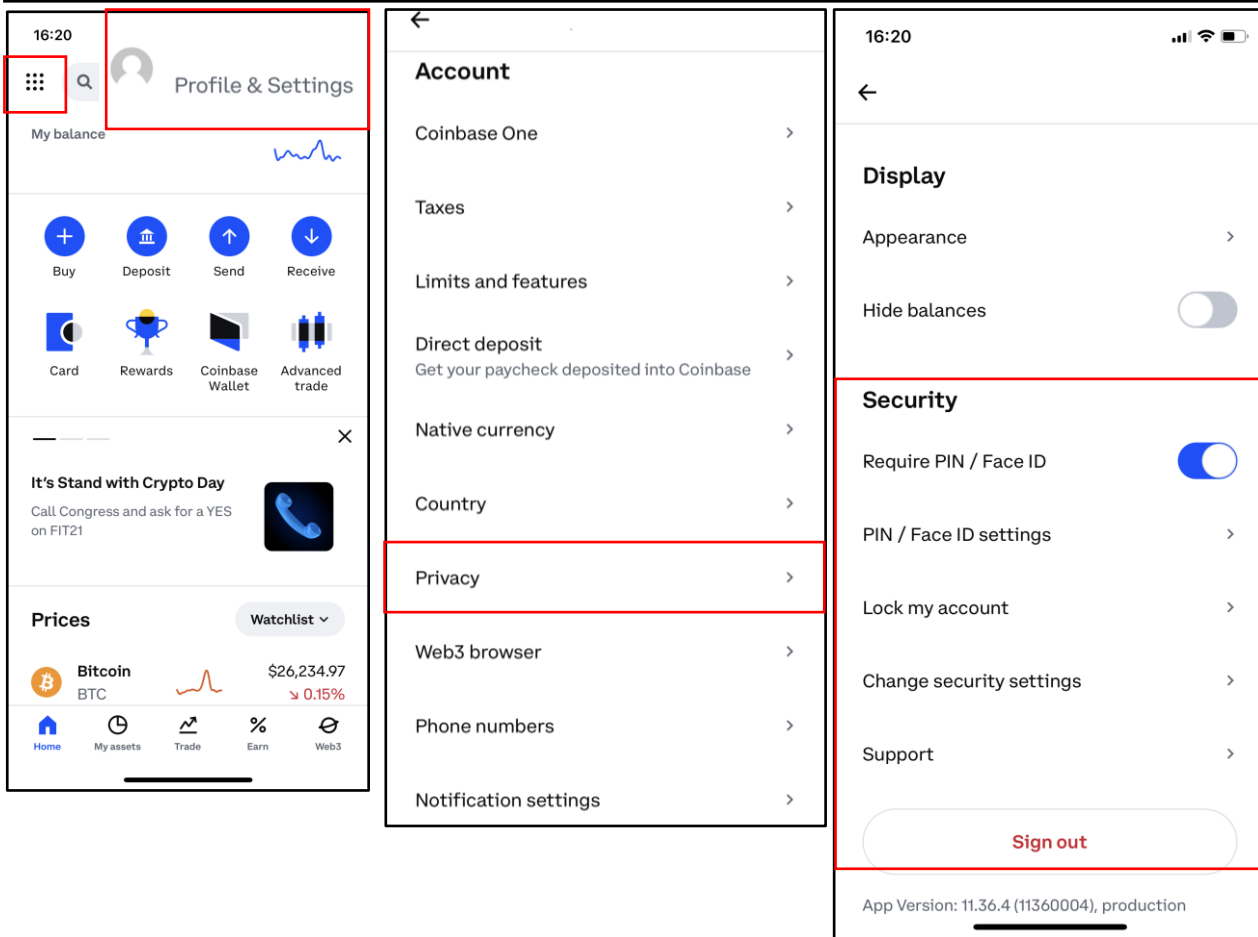
“Sold by” [seller] and “Fulfilled by” Amazon: A third-party seller sends the product to Amazon’s warehouse, then Amazon ships it to you. These items can be eligible for “Prime,” but are still third-party transactions.

COINBASE

- **Do** ensure you have 2-step verification enabled.
- **Do** keep your devices clean and updated.
- **Do** enable a screen lock and password to gain access to your device.
- **Do** watch out for “phishing” scams.
- **Do** consider using a secure method of keeping the 12 random word password to gain access to your account.
- **Don't** link your Coinbase account to the iCloud or other cloud services. If a hacker gains access to your Cloud, they could get access to your Coinbase.
- **Don't** make yourself a target. Don't post your crypto earnings to your favorite social media sites.
- **Don't** install and use browser plug-ins or add-ons developed by unknown third parties.

Homepage

Starting at the Home Page, select the Tribar at the top-left portion on the homepage. Here it will direct you to your “Profile & Settings.” Once selected, you can scroll through the settings for your Coinbase account. The ones to primarily focus on will be “Privacy” under “Account” and all the settings under “Security.”

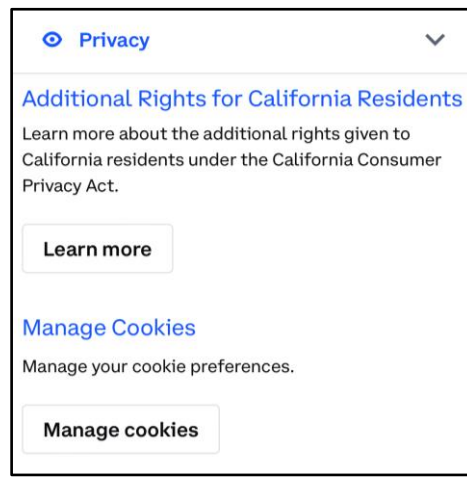
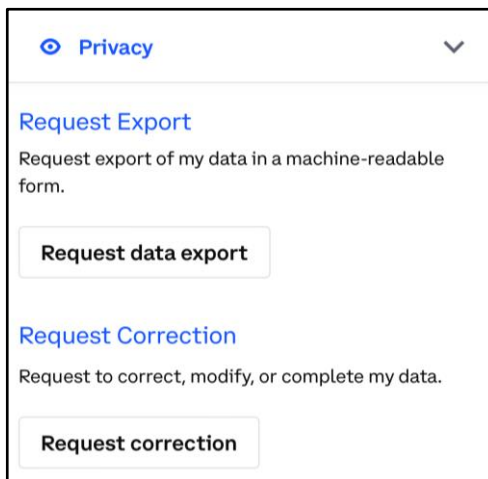
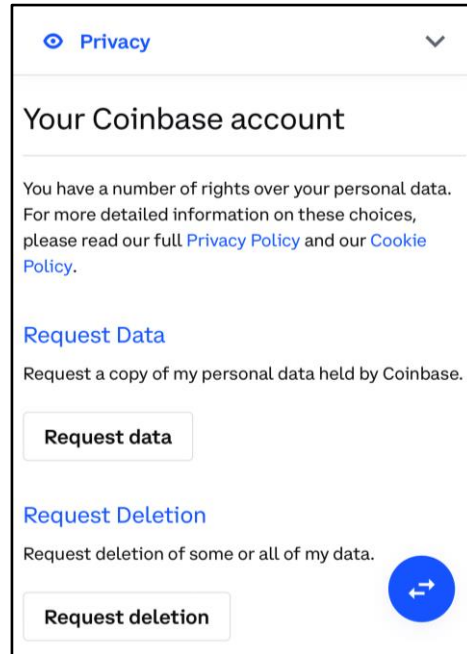
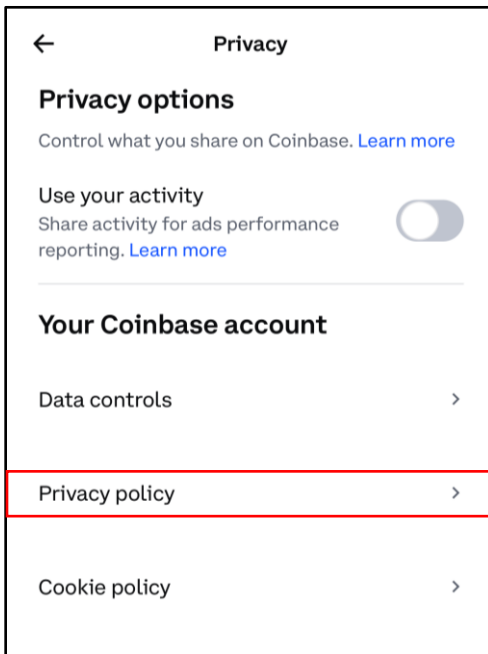


Coinbase is a secure online platform for buying, selling, transferring, and storing cryptocurrency and NFT's (Non-Fungible Tokens). Over 98 million people and businesses use Coinbase and is the largest cryptocurrency exchange in the United States by trading volume.

COINBASE

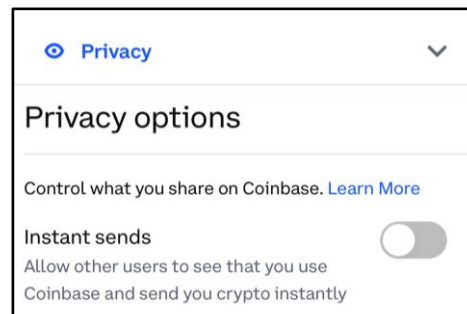
Privacy

Once you select “Privacy,” under “Privacy options,” it is recommended that you turn off sharing activity for ads performance. Under “Your Coinbase account,” navigate to “Data controls.” Once there, you can request your data, the deletion of it, request that its exported, or request a correction to it.



Privacy

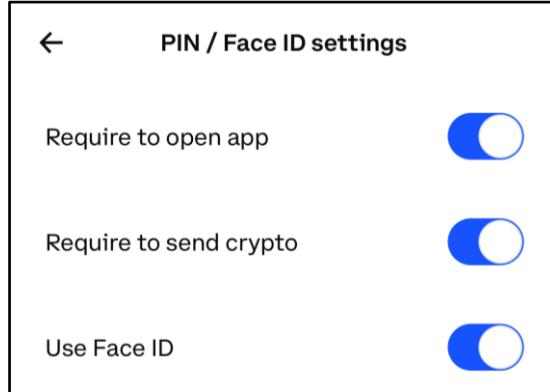
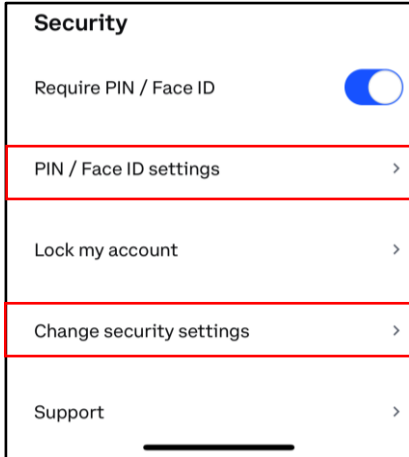
You can also manage your cookies and control “instant sends,” which allows other users to see that you use Coinbase and send you crypto instantly.



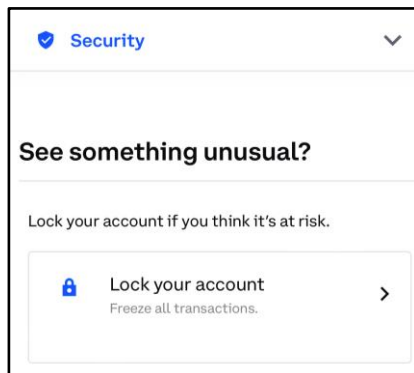
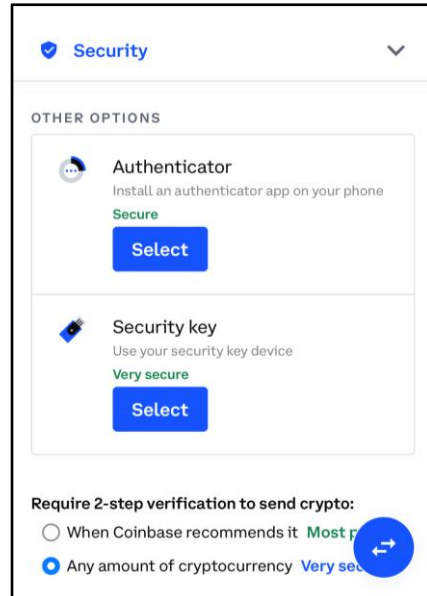
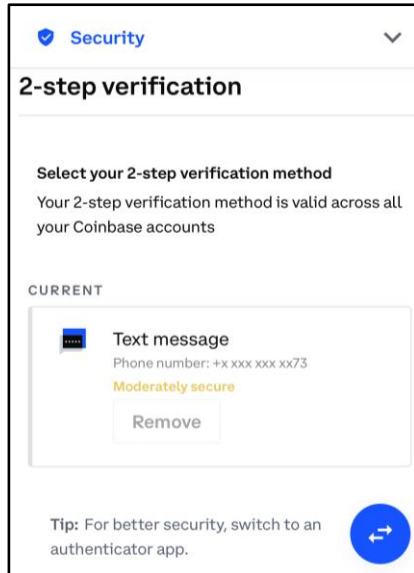
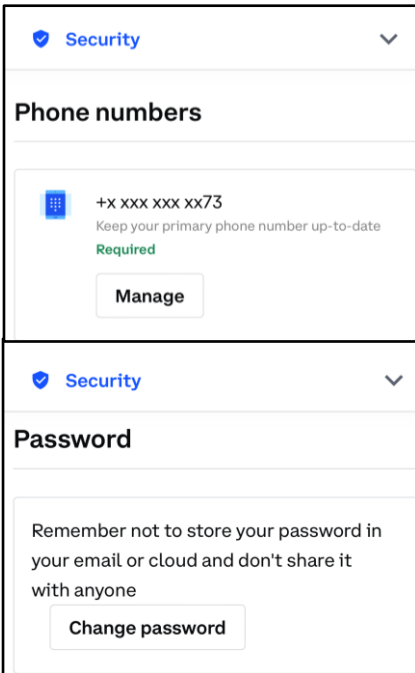
COINBASE

Security

Under “Security,” Select “Pin / Face ID Settings,” and adjust the settings as needed. It is recommended for the best security practices that you turn all of the options on.



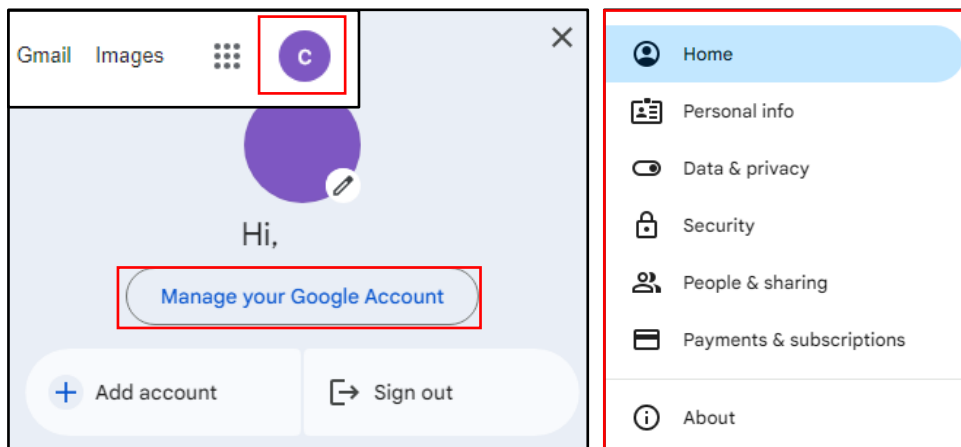
Navigate to “Change Security Settings.” Once there, you can edit things such as your phone numbers associated with the account, change your password, and enable “2-step verification” using your phone number or an “Authenticator” or “Security Key.” You are also able to “Lock your account,” which freezes all transactions if you think someone has unauthorized access to that account.



- **Do** limit your personal details when creating a Google Account as there are some that everyone can see on certain google services.
- **Do** ensure you update your passwords periodically, or whenever you think someone may have stolen it.
- **Do** use Two-Factor Authentication to protect all your information.
- **Don't** forget to remind family members to take similar precautions with their accounts their privacy and share settings can expose your personal data.
- **Don't** establish connections with people or communities you do not know or trust. Understand that people are not always who they say they are online.
- **Don't** allow Google to access your location. Disable location services when posting images on whichever device you are using whether it be iOS, Android, or when uploading from your computer.

Manage Your Google Account

At the top right corner when you first get to Google, Click where your name is as highlighted below to get to "Manage your Google Account." Once there, you can navigate through the menu bar to start protecting yourself and your data.




Privacy & personalization

On the Homepage of "Manage Your Google Account," "Privacy & personalization" will be one of the first options you view. If you click on "Manage your data & privacy," and start to slowly scroll down you will reach your "History settings." Here you can go through your history and delete it, and also choose what is automatically saved by Google. It is recommended that you at least "Pause" / turn off your "Location History."

Privacy & personalization

See the data in your Google Account and choose what activity is saved to personalize your Google experience



[Manage your data & privacy](#)

History settings

Choose whether to save the things you do and places you go to get more relevant results, personalized maps, recommendations, and more. Location info is saved and used based on your settings. [Learn more](#)

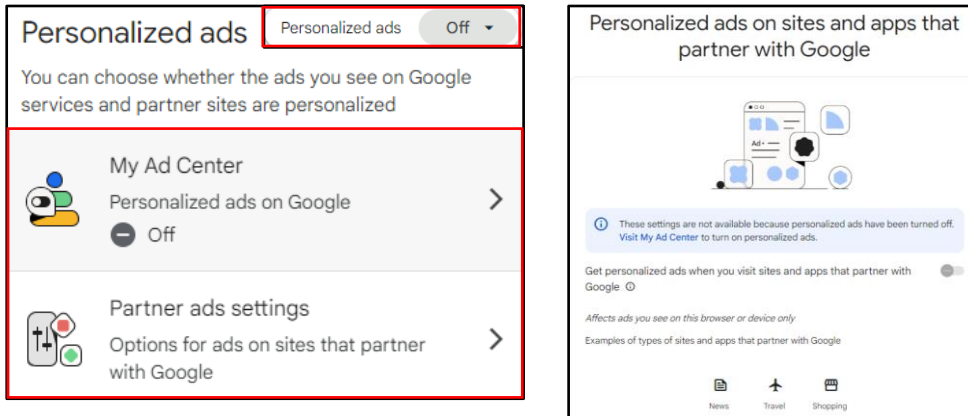
Web & App Activity	On	>
Location History	Paused	>
YouTube History	On	>

See and delete your history anytime

[My Activity](#) [Maps Timeline](#) [YouTube watch & search history](#)

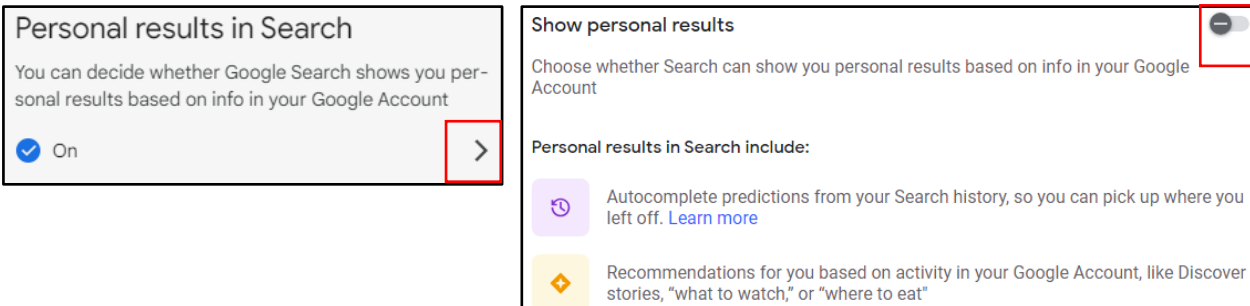
Data & privacy

Directly under “History settings” on the Homepage is the section for “Personalized ads.” Here it is recommended you turn them off, and go through the “Partner ads settings” as well.



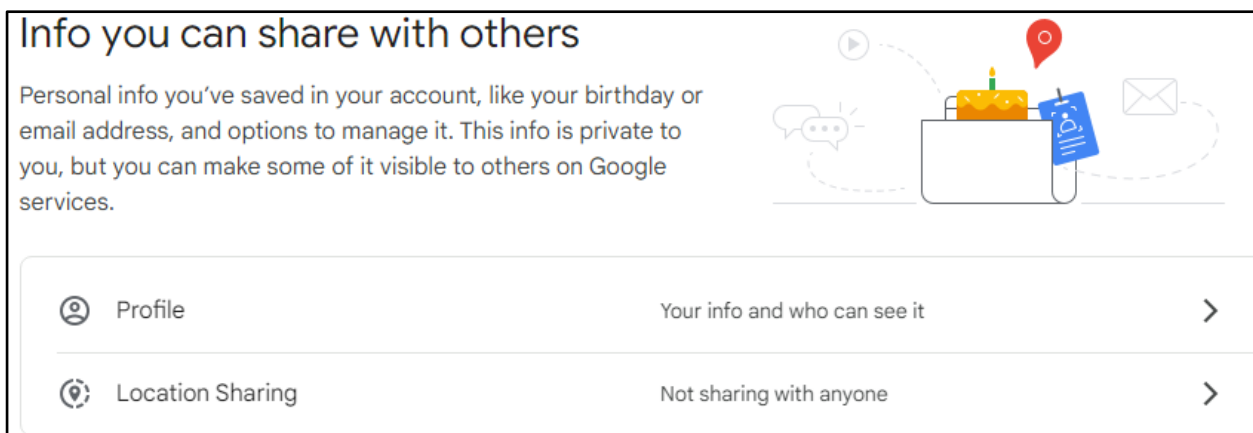
Data & privacy

Next you have your “Personal results in Search.” Here you can choose if you want Google Search to show results based on data collected while you use your Google Account. To turn this off, Click on the highlighted arrow below, and ensure that the tab in the highlighted next to “Show personal results” is turned off.



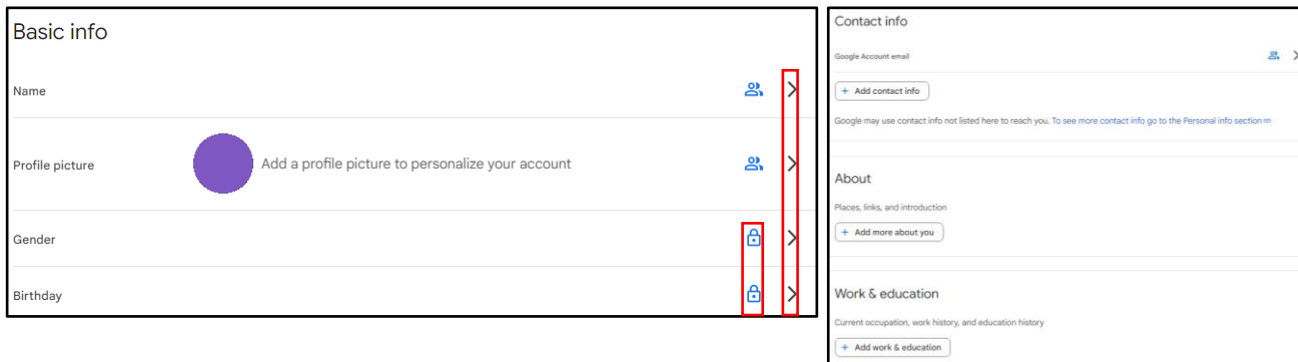
Data & privacy

Next is “Info you can share with others,” where you can control your “Profile” and “Location Sharing.”



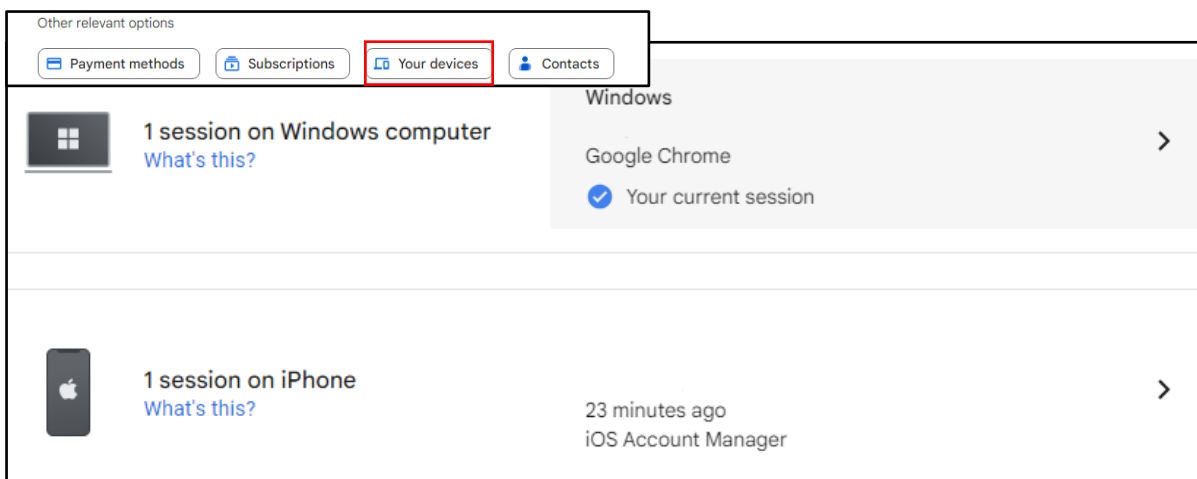
Info you can share with others

Still looking at the “Info you can share with others,” if you click the “Profile” tab, it will bring you to your “Basic info.” Here you can edit your “Name, Profile picture, Gender, and Birthday” by clicking on the arrows, as is highlighted below. It is recommended that any information that you can keep private, you do, indicated by the “Lock” highlighted below. You can also edit your “Contact info,” “About,” and “Work & education” section here.



Info you can share with others

Back under “Info you can share with others,” under “Other relevant options,” you can manage your “Payment methods, Subscriptions, Your devices, and Contacts.” Under “Your devices,” it is a generally good practice to make sure that there aren’t any devices you don’t recognize. If there are, make sure you log out of them and change your password.



Data from apps and services you use

Under “Data from apps and services you use,” it shows the what “Third-party apps & services” you use and what content is saved from Google services. Here you can learn what data is shared to those third-party apps, and control what apps you want to disconnect from, if any. You can also choose to download or delete the data. Next, under the “More options” portion, you can choose to delete your entire “Google Account” along with all its data, or make a plan for your digital legacy.

The screenshot shows the 'Data from apps and services you use' page. It includes a sub-section for 'Apps and services' with a 'Third-party apps & services' link highlighted in red. Other sections include 'Content saved from Google services' with links for YouTube and Photos, and a summary of services and data.

The screenshot shows the 'Download or delete your data' section. It contains two main options: 'Download your data' (Make a copy of your data to back it up) and 'Delete a Google service' (Remove a service you no longer use). Both options are highlighted with a red border.

The screenshot shows the 'More options' section. It includes two main options: 'Make a plan for your digital legacy' (Plan what happens to your data) and 'Delete your Google Account' (Delete your entire account and data). Both options are highlighted with a red border.

The screenshot shows the 'Plan what happens to your data if you can't use your Google Account anymore' section. It includes a 'START' button and four steps: 'Decide when Google should consider your Google Account inactive', 'Choose who to notify & what to share', and 'Decide if your inactive Google Account should be deleted'.

Data from apps and services you use

“Plan for your digital legacy” offers you the ability for if your account were to ever become inactive, like in the instance of death, that your data could be shared with someone you trust or be deleted by Google.

Security

Navigate back to the “Home” screen, where you then can go to “Security” tab. Here you will be able to see “How you sign in to Google.” It is recommended that you ensure “2-Step Verification” is turned on and that you add both a “Recovery phone” and “Recover email.” If you scroll down, you can also run a scan with “Google One” to see if your email address appears on the dark web from data breaches, and also configure your “Password Manager.” It is not recommended that you use Google’s Password Manager as if someone gets into your email, they will have access to all those Passwords.

How you sign in to Google

Make sure you can always access your Google Account by keeping this information up to date

2-Step Verification	2-Step Verification is off	>
Password	Last changed Sep 13	>
Recovery phone		>
Recovery email	Verify	>
You can add more sign-in options		
Passkeys		

See if your email address is on the dark web

Run a scan to see if your email address was leaked on the dark web from data breaches

[Run a scan with Google One](#)

Your saved passwords



Password Manager

You don't have passwords saved in your Google Account. Password Manager makes it easier to sign in to sites and apps you use on any signed-in device.

People & sharing

Navigate back to the “Home” screen, where you then can go to “People & sharing” tab. Here, if you have children, you can set up a family group to monitor their activity. You can also organize your “Contacts” here. It is recommended that you do not import your Contacts from your devices to Google, and ensure it is turned off, as is highlighted below. You can also manage your “Location sharing.” It is recommended that you always have this turned to “Off.”

Your family on Google

You can create a family group with up to 6 people and get more out of Google together



Get started

Contacts

Organize your Google contacts so you can connect with people on Google services, like Gmail



Contacts	No contacts yet	☑
Contact info saved from interactions	Off	>
Contact info from your devices	Off	>
Blocked	No blocked users	>

Location sharing

You aren't sharing your real-time location with anyone on Google



[Manage location sharing](#)

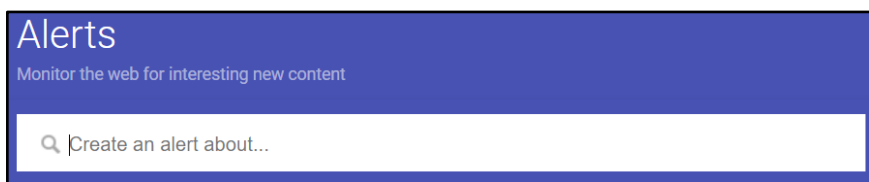
GOOGLE ALERTS

Background

“Google Alerts” is a free Google feature that monitors the internet for mentions of any topic a user specifies. Google collects and packages all instances of these mentions and delivers them to the user as soon as Google finds the mention, daily, or weekly according to your preferences. For instance, you may choose to be notified anytime your name is mentioned in an article, when a specific job title is posted, or when your business is mentioned.

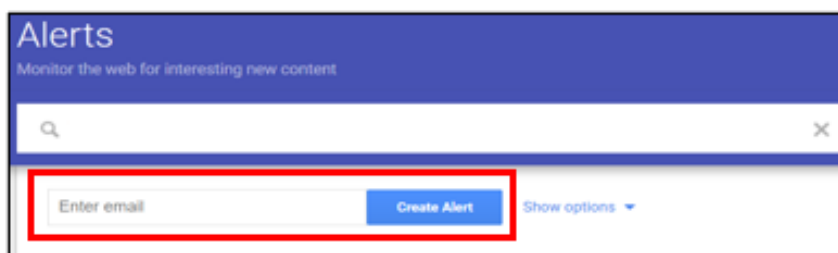
Step 1: Open the Website

To begin, type “Google Alerts” into your search engine, or you can go directly to the website: <https://www.google.com/alerts>. Bookmark this page for easier access in the future.



Step 2: Enter Your Search

Under “Alerts,” enter the topic you would like to receive alerts about. As soon as you begin typing, a sample of your first alert will appear. If you are not getting the results you want, you can change your input right away. You may decide to set an alert for your own name to help monitor what might be on the internet about you, especially after you have reviewed the “Self-Assessment card.”



Step 3: Create the Alert

Enter a valid email address where Google will send the results of your query. Then complete the process by clicking on the “Create Alert” button. If it doesn’t ask for your email, you are likely already logged into your Google Account, and will receive the emails in the associated email account. You will receive an email from Google Alerts asking you to confirm or cancel this request. Once you confirm the request, you will begin receiving your alerts. Your first basic Google Alert is now complete.

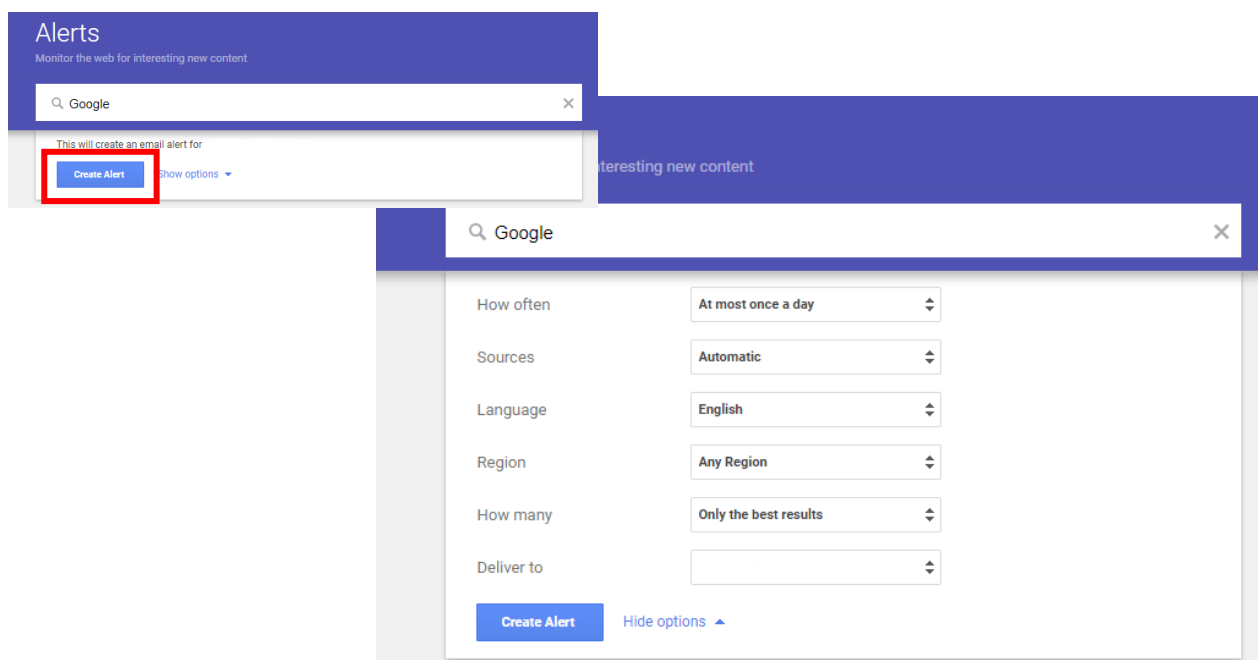
Tip: You can use the search box like you would in Google Search but avoid general terms or the vast majority of the results will be irrelevant and difficult to sift through. You can use advanced search commands, such as placing the search criteria in quotes for exact matches, searching on a specific site only, etc.

GOOGLE ALERTS

Step 4: Choose Search Parameters

Select “Show options” to adjust:

- How often you want to receive alerts (As it happens, Once per day, or Once per week)
- The source of the search (e.g., Automatic, Video, News, Web, Books)
- The language of the source website
- The region in which the search should take place (like the U.S., Egypt, Spain, etc.)
- How many search results you want to see (Only the best results or all results)
- Where to deliver the Google Alerts data (your email address or an RSS feed)



Modify or Delete Alerts

To modify an alert, select the “Edit” button next to the alert you wish to modify (see the “pencil” icon as highlighted below). You may now change the alert keywords, as well as any of the search parameters listed. To finish, select “Update alert” at the bottom.

To delete one or more of your alerts, you can do so easily by clicking the “trash can” icon next to the alert you wish to delete.











Tip: Emails from Google Alerts are sent from googlealerts-noreply@google.com. You might set up an email filtering rule for messages from that address so that they’re sorted into a special folder instead of in your inbox, where they can easily cause unnecessary clutter.

HIDDEN PHONE APPS

- **Do** periodically check your child’s smart devices to ensure they have not downloaded anything you have not approved.
- **Do** think about using a monitoring service (as discussed in the Keeping Children Safe Online Smartcard) for your child/teen’s smart devices, especially if you have given them the ability to download apps themselves.
- **Do** talk to your teens about the dangers of taking and sending compromising photos or videos on their smart devices and make sure they understand the **serious** consequences!
- **Don’t** give your child/teen the password or authorization to download apps in their respective “App Store.” Having them ask you for the password allows you to review any app they might want to put on their device.
- **Don’t** allow your child to use “Messaging Apps” that instantly delete the content they hold. Allowing such apps will take away from your ability to help your kids navigate through smart device social norms.
- **Don’t** allow children to set private passwords without sharing them with you. Always ensure that you can access your child/teen’s phone.

What are Hidden Apps?

“Hidden” apps, “Vault” apps, or “Ghost” apps are apps that look innocuous, perhaps like a calculator, but they are actually used to hide pictures, videos, and messages on a smart device. Teens often use these apps because they want to hide their activity from their parents. Often, these apps require a password to enter the hidden area of the app. Some Vault apps go a step further and if the password is entered incorrectly, a picture of the individual attempting to gain access will be taken.

Android Hidden Apps		iPhone Hidden Apps	
	Gallery Vault – hide photos/videos, strong encryption		Calculator# – hide photos/videos, strong encryption
	LockMyPix – hide photos/videos, AES encryption		Private Photo Vault – hide photos/videos, AES encryption
	Vaulty – hide photos/videos		Secret Calculator Browser – hidden internet browser
	Keepsafe Photo Vault – hide photos/videos		Keepsafe Photo Vault – hide photos/videos
	Secret Calculator Vault – hide photos/videos		Secret Vault – hide photos/videos

HIDDEN PHONE APPS

How to Find Hidden Apps

One of the easiest ways to search for hidden apps on a smart device is to visit the devices respective App store (Apple or Google Play Store).

- Android device: In the “Google Play Store” select “Menu” (3 vertical lines in the “Search” box,) then select “My apps & games.” Next, select the “Installed” tab in the middle of your screen. Here you can review all the apps that have been downloaded to the device. Additionally, from your “Account” (under the same “Menu”) you can review “Purchase History” which will provide you an overview of all purchased apps.
- iPhone device: In the “App Store” find and select the “Account” icon, or “Profile Picture” at the top right of your screen. Then select “Purchased” and the account you want to review purchases from. If you have an “Apple Family Sharing Plan,” more than one account will appear.

Another way to review purchase history on a smart device is to find the “App Store” and search for “Hidden Apps.” Once a list of available apps appears on the screen, you can scroll through the list. If any “Hidden Apps” are downloaded on the device, it will be noted to the left side of the screen. This method may return inaccurate results due to some apps being miscategorized.

Red Flag Indicators



If your child seems to have more than one of any kind of app it may indicate that one of those apps is not what it appears to be. Redundancy in apps may indicate that one is a “Hidden App.”



If your child seems to try and hide his/her screen any time you enter the room, it may indicate he/she is trying to hide his/her phone activity from you.

How to Prevent Downloading Hidden Apps

- iPhone: iOS has an “Apple Family Sharing Plan” that allows parents to turn on a feature called “Ask to Buy.” When this feature is enabled, your child will not be able to download any apps without your approval. iOS has a built-in feature that can be controlled through the “Settings” of your iPhone. Simply go to the “Settings” section and find “Screen Time.” Select “Turn On Screen Time” > “Continue” > “This is My Child’s iPhone” > “Not Now” > “Not Now.” From there you can go in and set “Content & Privacy Restrictions” as well as a “Use Screen Time Passcode” to make sure that your settings are not changed by anyone who doesn’t have a password.
- Android: Android users can setup parental controls in the “Google Play Store” by creating a PIN and choosing the maturity levels you want to allow. Go to the “Google Play Store” > “Menu” > “Settings” > under “User Controls,” you will find “Parental Controls,” and other settings you can review to control what your children download. It is also important to note that where many of the “Hidden Apps” are concerned, “Google Play Store” rates them “E” for everyone. Android users can also create a password for authentication to authorize purchases. This feature is in the “User Control” section of your “Google Play Store” settings.

PAY APPS

- **Do** review all privacy settings and set them in accordance with your personal preference and acceptable risk level. Some mobile pay apps have a social side to them which may display your payment activity if not locked down.
- **Do** make sure you have an anti-malware app on your phone to protect your phone, and the information on your phone from getting into the wrong hands.
- **Do** make sure to periodically check transactions made on mobile pay apps. Make sure they are accurately showing up on the payment account you have linked to the app.
- **Don't** visit online banking or online shopping websites by clicking on a link you have received in an email or from a text message. Doing so may lead to fictitious websites and possible identity theft.
- **Don't** use unsecured wifi or public wifi networks while using mobile pay apps or for any online banking purposes.
- **Don't** download mobile pay apps from unofficial sites. It is recommended for all apps, not just mobile pay apps, that you use official stores such as the Apple and Google Play stores.

DEFINITION

Mobile wallets utilize technology the user already owns - a smartphone, for example - to allow the user to make in-store payments quickly and securely without having to use a credit or debit card. The term "digital wallet" may refer to either an electronic device that stores payment information (such as a smartphone) and/or the program or app used to make the payment, such as Apple Pay, Google Wallet, Samsung Pay, or PayPal.

RISKS

- * Using mobile pay apps means that losing a smartphone is essentially equivalent to losing a wallet.
- * Whoever finds a smartphone containing pay apps holds the keys to the owners' finances. This means you must be on the alert for cyber criminals.
- * Using mobile pay apps increases the risk to the owner's payment and identity information if malware infects the smart device.

GAINS

- * Unlike a traditional wallet, if the smart device is stolen there are levels of security that may limit or even prevent access to the contents of the device.
- * A smart device owner may have the ability to delete all personal information or "wipe" the device remotely if it has been lost. A physical wallet is compromised immediately.
- * Using physical debit or credit cards means the owner runs the risk of the card being copied upon scanning if the machine being used has been tampered with.

PAY APPS

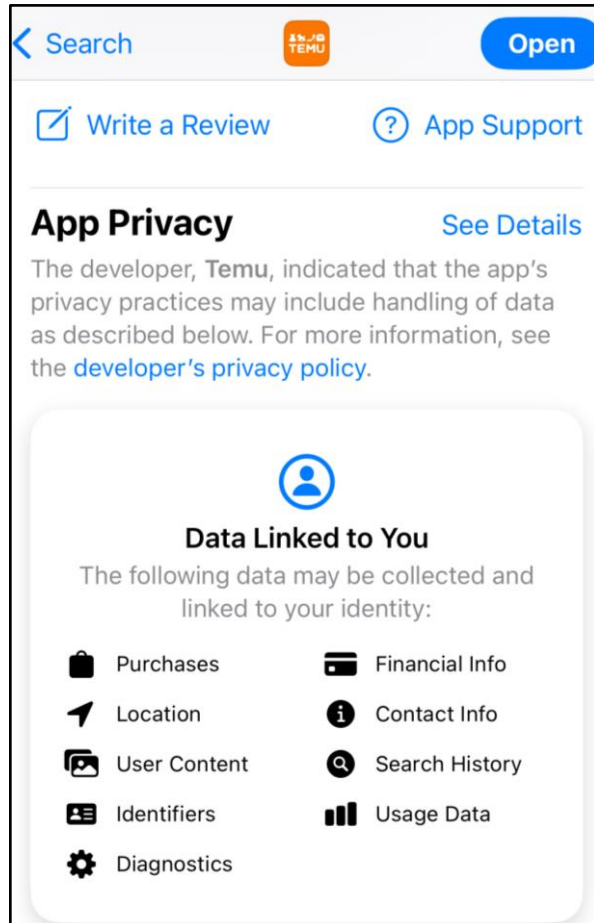
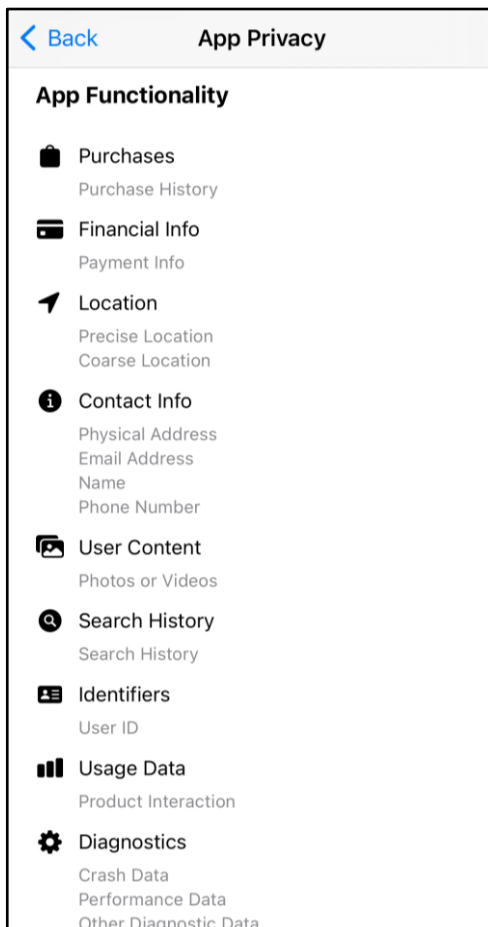
APP						
	Apple Pay	Venmo	Facebook Messenger	Cash App	Zelle	Google Pay
Security	High	Low-Medium	Medium-High	Medium-High	High	Medium-High
International Pay Feature	Yes, User must manually turn this feature on	No	Yes, limited	Yes, UK	No	Yes
Linked to Bank Account	Transfer to Bank account	Yes	Yes, only through a Visa or Mastercard debit card or PayPal account	Yes	Yes	Yes
Linked to Debit Card	Yes	Yes	Yes	Yes	Yes	Yes
Linked to Credit Card	Yes + Fee	Yes +Fee	Yes	Yes + Fee	No	Yes
Paying on the Web	Yes, if accepted and while using an Apple device.	Yes, if accepted and while using a smart device where App is loaded.	Yes, through Facebook ads, Marketplace and groups. **See Cons	Yes, with Cash Card or other payment system such as Google Pay	No	Through PayPal
In Store Payments	Yes, where accepted	Limited acceptance at retailers.	No	Yes, with Cash Card or other payment system such as Google Pay.	No	Yes
Pros	Rated most secured payment app. Accepted at some major universities.	User friendly. Owned by PayPal.	Secure payment method for friends and family. User friendly.	Easy to use and friends do not need the app to receive money. Can purchase and sell Bitcoin.	Works directly with your bank app.	Offers a money back guarantee, pay bills and reload mobile phones. Powered by PayPal.
Cons	Transfers can only be made to other Apple device users. Only works with Apple devices.	Default privacy setting shares your payment history with the world. Scammers are known to take advantage of Venmo.	Limited use. No ability to stop a payment on your end once you send it (however, receiver can reject it.) Payment protection only applies to payments made to family and friends.	Not widely accepted. Customer service limited to messaging in app, no call center.	If money is sent to the wrong person or user becomes a victim of fraud or scam, Zelle will not reimburse you.	There is a minimum payment for use. Requires Gov. issued ID as well as a proof of residency. They may also require a bank statement.

The privacy policy for each “Pay App” states what agreements a user consents to when signing up for the application. While each app has different information that is stored and/or shared, they all have a common theme. Many applications collect your name, date of birth, email address, telephone number, name of financial institution, financial account numbers, additional information from consumer reporting agencies, people you invite to use the application, the operating system on the device, etc. The company may be able to keep your information for an indefinite period of time, depending on what the privacy policy states.

- **Do** opt out of personalized data. Temu is owned by a company based in China, opting out helps prevent your data from being gathered and redistributed without your knowledge.
- **Do** ensure family members take similar precautions with their accounts. Their privacy settings can expose your personal data.
- **Do** use a picture of something other than yourself for your profile photo. Profile photos are publicly viewable.
- **Don't** provide any identifiable information (e.g., name, hobbies, job title, etc.) on your profile.
- **Don't** link any other accounts to your Temu account. This will limit what outsiders can find out about you, to include your pattern of life, interests, and hobbies.
- **Don't** fall for scams on Temu or from emails that appear to be from Temu.
- **Don't** forget you are buying from international sellers. There is potential for identity theft and scams.

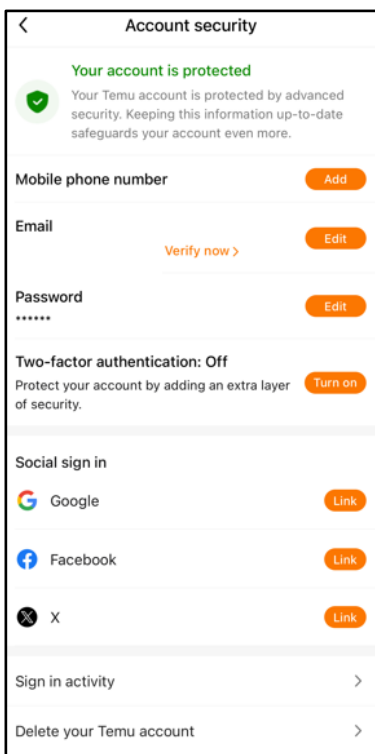
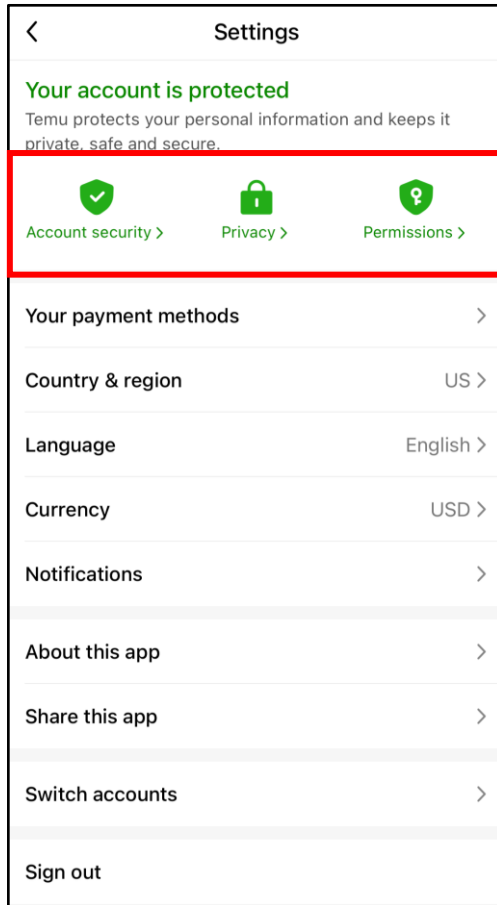
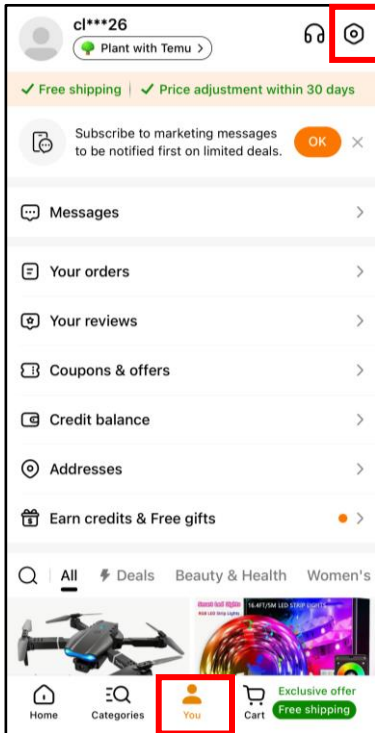
Downloading Temu

When you download Temu on your phone, if you scroll down you can see the “App Privacy” details. Here you can see all the data that is collected on you, as depicted in the pictures here.



Temu

Once Temu is downloaded, navigate down to the “You” tab, as highlighted in red below. Once here, at the top right, click on the “Settings” cog. After that, you can access “Account security,” “Privacy,” and “Permissions.”

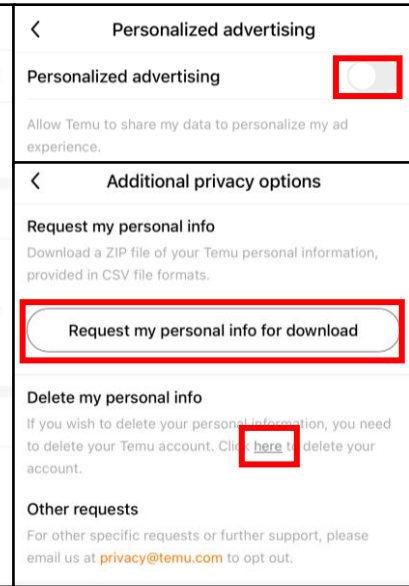
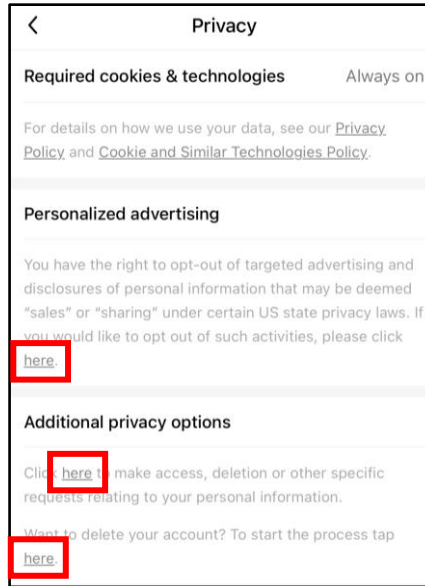
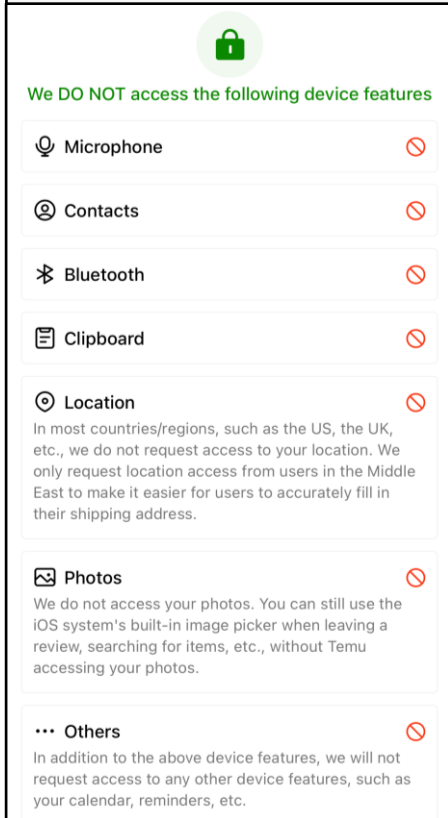
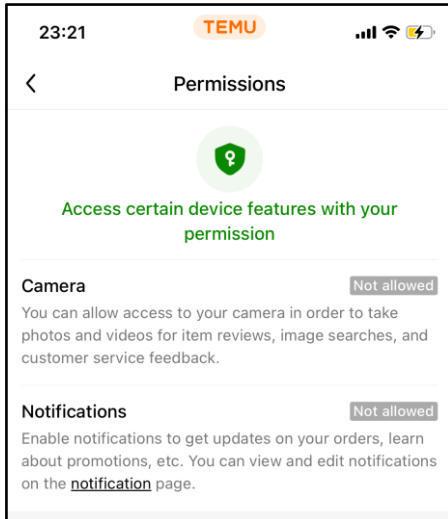


Account Security

Under “Account Security,” you can access “Two-factor authentication.” It is recommended to turn this on. It is **not** recommended you link any other socials with your Temu account. You can also see your “Sign in activity,” in case someone has accessed your account. If you no longer plan on using Temu, you should “Delete your Temu account” and remove the app from your phone.

Privacy

Under “Privacy,” it is recommended that you turn off your “Personalized advertising.” You can also go under “additional privacy options” to request deletion of your personal information.



Permissions

Under “Permissions,” you can see the permissions that Temu does and does not have with your device. To the left is shown what the application does not have access to. It is recommended that you do not allow Temu to have access to your “Camera.”

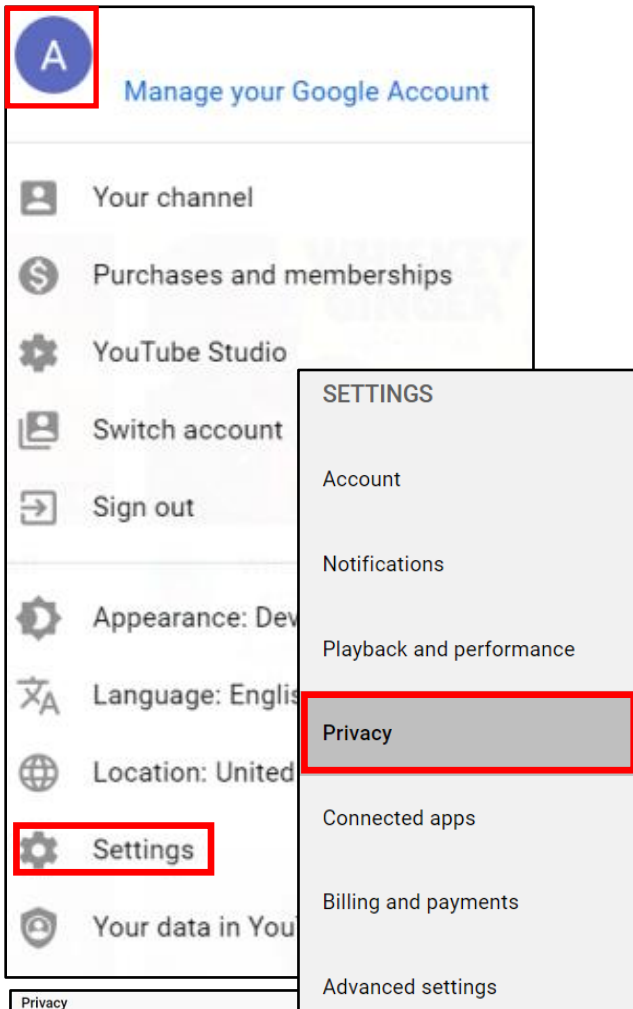
Additional Notes

It is recommended that you use the Temu website instead of the application, as the application collects more data. There are many people reporting that after using Temu to purchase items, their bank accounts have been hacked. Temu underwent a class action lawsuit for having malware/spyware embedded in the app. It is recommended that you **DO NOT USE** Temu.

YOUTUBE

- **Do** monitor the videos that your children are watching, even if they are in “Restricted Mode.”
- **Do** use Two-Factor Authentication to protect all your information. Enable this function via your Google Account.
- **Do** set all your videos to “Unlisted” or “Private” so that you maintain full control over who can see them.

- **Don't** allow your children to post “Public” videos to their YouTube account. Posting public videos allows “subscribers” (strangers) to follow your children on YouTube.
- **Don't** ignore the “Comments” and feedback on your published videos. Review them to make sure they are appropriate.



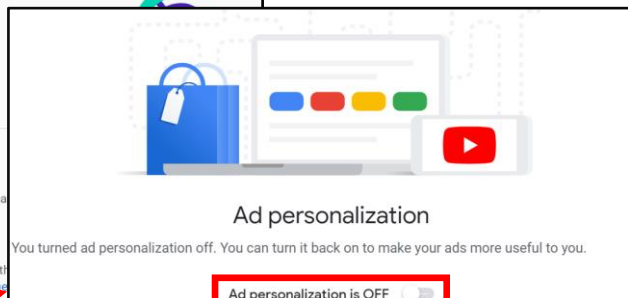
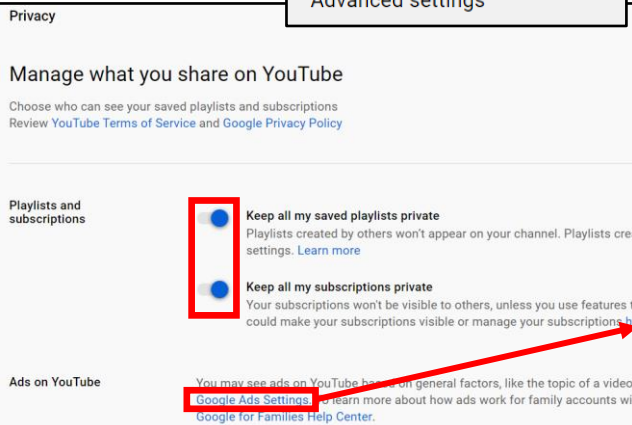
Privacy and Ad Settings

Your “YouTube Account” (if you have one) is connected to your “Google Account,” meaning your Google email and password are used to sign into YouTube. To set your security and privacy settings on YouTube, let’s begin with “Settings.”

Look to the top right of your screen and select your “Google Profile” picture (in Red to the left). From the dropdown menu, select “Settings,” and then select “Privacy.”

In the “Privacy” section, scroll through each setting to make sure they are locked down. It is recommended you keep all sections in “Manage what you share on YouTube” private, so set the toggles to “On” or “Check” the boxes.

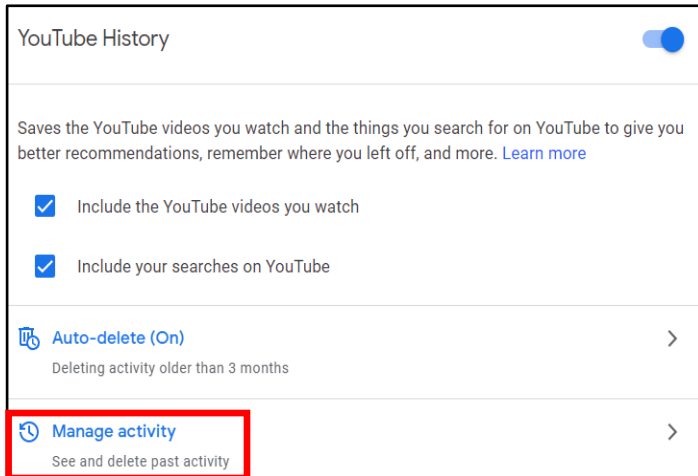
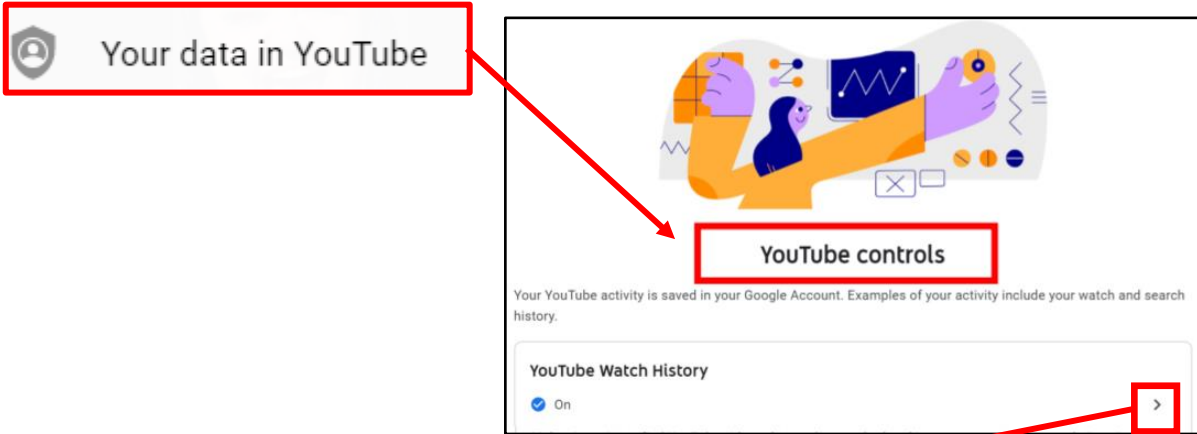
In the section “Ads based on my interest,” we recommend turning this feature off because it must collect data from you in order to work properly. Disable the “Google Ads Settings” by selecting “Google Ads Settings,” then set the toggle to “Off” as seen below.



YOUTUBE

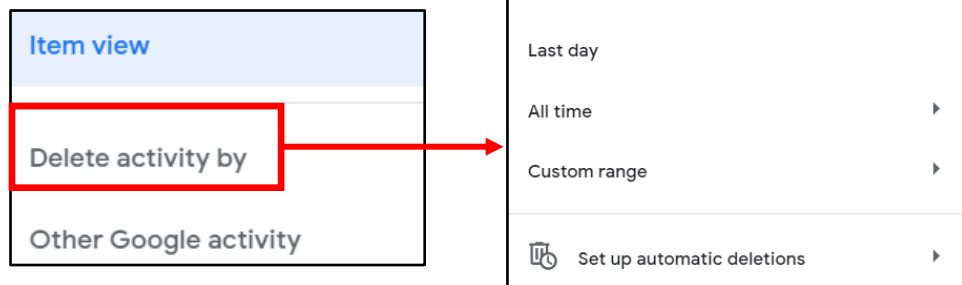
Delete History

Another important feature located at the bottom of your “Account Menu” (from your “Google Profile” icon) is the “Your data in YouTube” tab. Just as it is important to clear your browser history on your search engines, it is important to manage and clear your history on your YouTube account. Select “Your data in YouTube.” On the next page, scroll down to “YouTube Controls” and select “Manage your YouTube Watch History.”



Look to the left of your screen to see a menu of available options to manage and delete your history.

It is recommended you select “Delete activity by,” then select “All time,” which will delete your entire history. You can also set up automatic deletions.

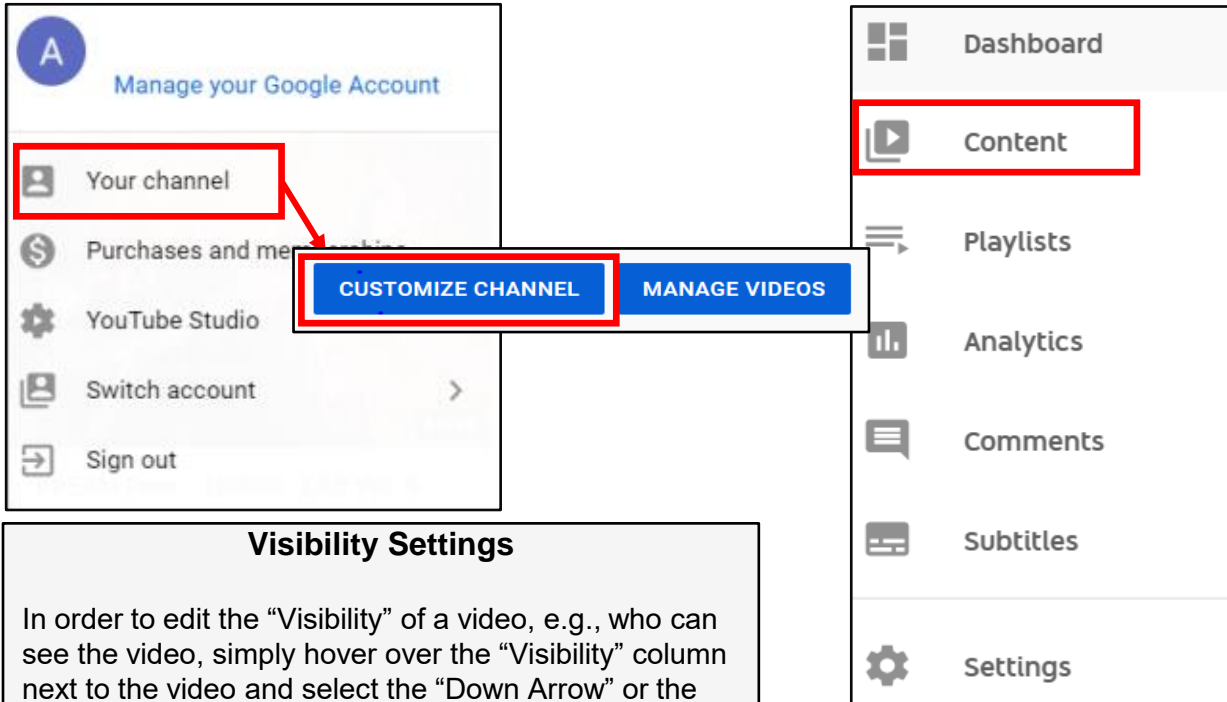


You can also delete history on your mobile device. Select your “Google Profile” icon, then select “Settings,” then “History & privacy.” Follow the prompts to “Clear watch history” and “Clear search history.”

YOUTUBE

Who Can See Your Videos?

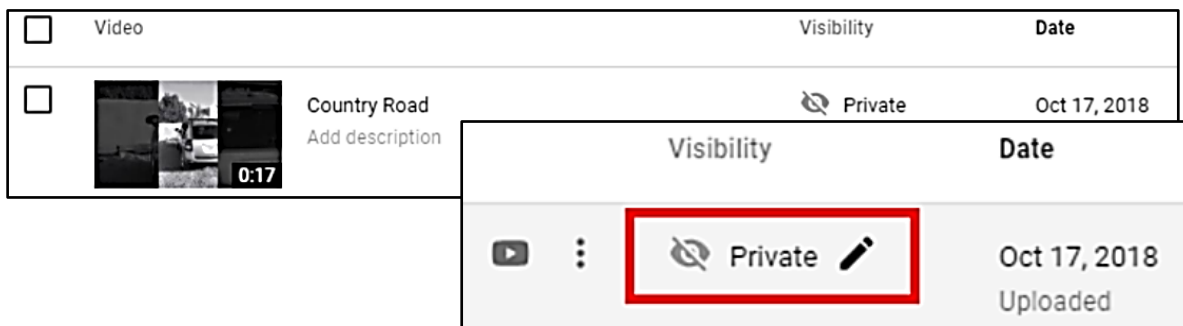
One of the main uses for YouTube is of course uploading and watching videos. In order to upload your videos and create privacy settings you must first locate your “Video Manager.” Select the “Google Profile” icon, and on the drop-down menu select “Your Channel.” Then press the blue “Customize Channel” button (“Manage Videos” on mobile app). Here you will be able to upload and edit videos.



Visibility Settings

In order to edit the “Visibility” of a video, e.g., who can see the video, simply hover over the “Visibility” column next to the video and select the “Down Arrow” or the “Edit” icon. From the pop-up menu that appears, you can choose “Private,” “Unlisted,” or “Public” – it is recommended you select “Unlisted.”

On your phone, you will select the menu button to the right of the video, hit “Edit” and select “Private.”



The “Unlisted” privacy setting on YouTube means that your video is only visible to viewers who have a link to the video. “Private” means only you can view the video.

“Public” means anyone can search for the video and view it, react to it, and comment on it. Once a video is uploaded to YouTube and made “Public” there is no real way to pull it back or protect it from comments, shares, likes, etc.

ANDROID PRIVACY SETTINGS (13.0)

- Smartphones and tablets are not impenetrable. Secure your smartphone with a password or biometric lock and utilize apps such as “Find My Device” or “Prey Anti Theft” to locate lost or stolen devices.
- All smartphones and tablets have cameras and microphones that can be remotely activated. Consider your device when you are in certain places or having private conversations.
- Bluetooth and wireless-capable devices are convenient but easily exploitable by hackers. Use a VPN if possible, and always avoid public wireless networks.
- Prior to downloading apps on your device, read the developer’s permissions. Many apps request permission to access your camera, microphone, text messages, and phone contacts.
- Keep location services turned off until they are needed. Otherwise, your daily movements are likely being tracked. Don’t worry, location services are always available to 911 and first responders even when turned off.
- If you have a google account, you can use your google credentials to login at “maps.google.com/location history” to see your device location history for the last year or more.

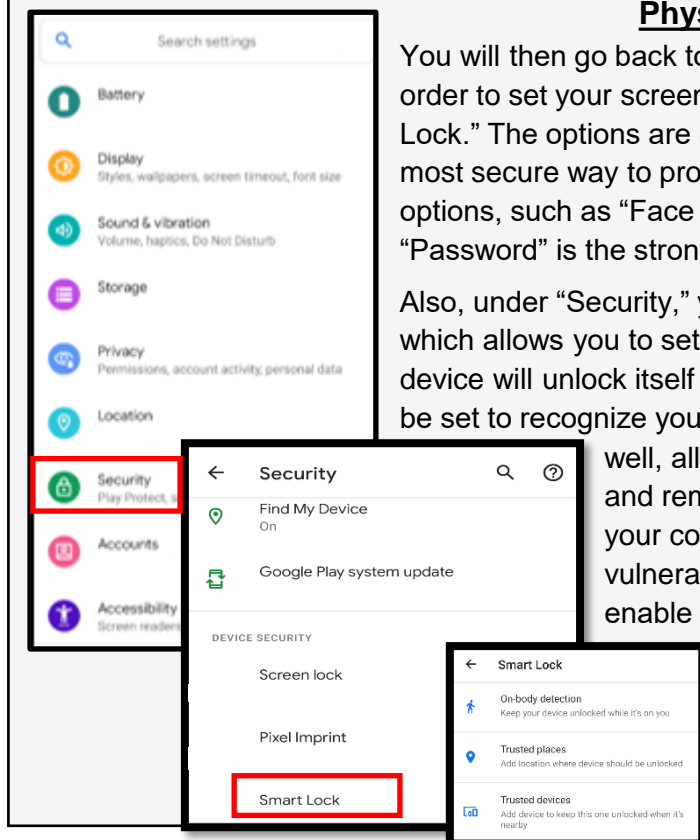
***Note:** Due to the existence of varying Android manufacturers, the instructions in this Smartcard may vary slightly depending on the device being used.

System Update The most important thing you can do to keep your information secure is to ensure your device is updated. In order to make sure your Android is up to date with the latest version, first go to “Settings,” “System,” then scroll to the bottom and select “Advanced.” From there you will select the “System Update” tab. On some Android versions, go to “Settings,” then “Software Update” toward the bottom of the “Settings” list.

Physical Security

You will then go back to “Settings” and select “Security” in order to set your screen-lock preferences. Tap the “Screen Lock.” The options are Swipe, Pattern, PIN, Password. The most secure way to protect your phone is to use the **biometric** options, such as “Face Recognition” and “Fingerprints.” A “Password” is the strongest backup solution.

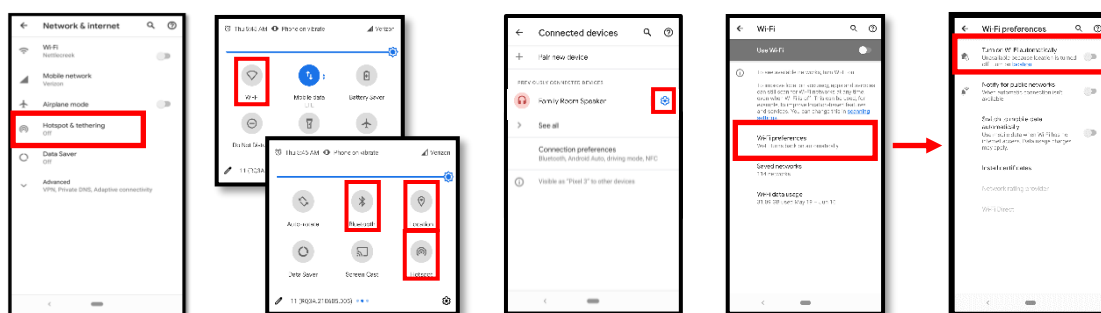
Also, under “Security,” you will see the feature “Smart Lock,” which allows you to set “Trusted Places” inside of which your device will unlock itself and remain unlocked. This feature can be set to recognize your face and “Trusted Devices” as well, all of which trigger your device to “Unlock” and remain unlocked. This feature is meant for your convenience but presents obvious vulnerabilities. We recommend you do not enable any “Trusted Features.”



ANDROID PRIVACY SETTINGS (13.0)

Mobile Hotspot, Bluetooth and Wifi

Mobile hotspot devices can be purchased and used for connecting to the Internet remotely, but without connecting to public wifi, which is always discouraged. Most Android smartphones have a “hotspot” feature that allows you to connect to the Internet (for instance on your laptop) remotely. By turning on this feature, your phone uses its cellular data to create a “Wifi Hotspot.” You can turn this option on and off under “Settings” > “Network & Internet” > “Tethering and Mobile HotSpot.” Bluetooth is a wireless technology for exchanging data over short distances from fixed and mobile devices. When Bluetooth is enabled on your device, hackers could gain entry to your device and obtain contacts, messages, calendars, photos, and notes, or install malware without you even knowing. To disable Bluetooth, go to “Settings” > “Connected Devices” > “Connection Preferences.” When using Wifi on your Android, it is important to ensure the “Turn on Wifi automatically” feature is turned off. To do this, head to the Wifi screen then select “Wifi preferences.” If this function is turned on, simply toggle the switch to the “off” position as shown below.

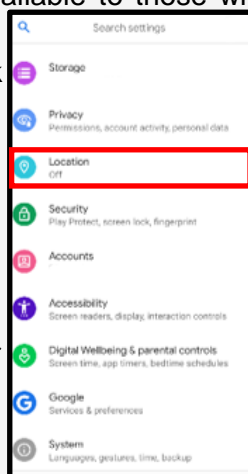


Note: We always recommend avoiding public Wifi networks because they are unsecure. If you must use one, avoid logging into accounts that require passwords, and use a VPN client to encrypt online transactions.

Note: In order to delete Bluetooth sessions, you no longer need, go to “Bluetooth,” select “Previously Connected Devices,” select the “Settings” icon, then select “Forget.”

Location Services

Whenever you take a photo, data on your location is saved inside of the photos (called EXIF data). When you send that photo to someone or post it online, data on where you took the photo may be available to those who know how to view it. If you post a picture that you took from your home, anyone that can view it may be able to figure out where you live and more. To disable your location from being shared, select “Settings” and scroll down to “Location.” Disable your location services by switching the toggle to “off.”



Near Field Communication (NFC)

NFC is technology that allows you to “bump” your smartphone with other NFC devices to exchange information or pay for items using a pay app. A malicious user can tamper with the data being transmitted between two NFC devices if they are within range using malware.

Turn off NFC when not in use by tapping “Settings” > “Connected Devices” > “Connection Preferences” > “NFC.” Then tap the toggle switch for “NFC” so that it is in the “off” position.



ANDROID PRIVACY SETTINGS (13.0)

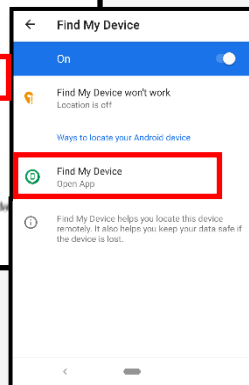
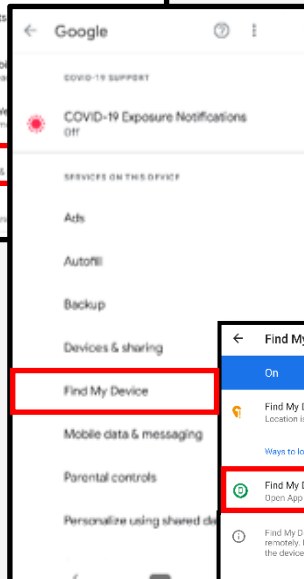
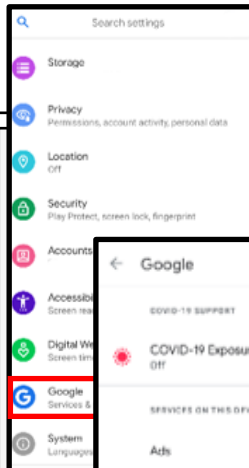
Lost/Stolen Phone

Over 100 cell phones are lost or stolen in the U.S. every minute, which shows how necessary it is to keep your device secure and locked with biometrics or a passcode. All Android phones work by syncing a phone to a google account, so if you lose your device, you can go to “android.com/find” in order to locate it. This is the native “Find My Device” tool for Android and is automatically enabled on your Android smartphone. Alternatively, you can download the “Find My Device” app from Google Play Store.



- Locate Android devices associated with your Google account.
- Reset your device's screen lock PIN.
- Erase all data on the phone.

Note: If you turn off “Location Services” in the “Location Setting” menu, you cannot use “Location Services” for apps that locate lost or stolen devices. You can still wipe your phone if the “Location Services” is “Off.” If you wish to use some “Location Services,” be sure to go into each app and set the “Location Settings” as desired rather than turn off the main “Location Services” setting.



What should you do if your device is lost or stolen? Google can help you locate it. Let's enable the settings on your device so that in case you need to, you can locate your lost phone. Go into “Settings” > “Google” > “Find My Device.” Ensure the Toggle is set to “On.”

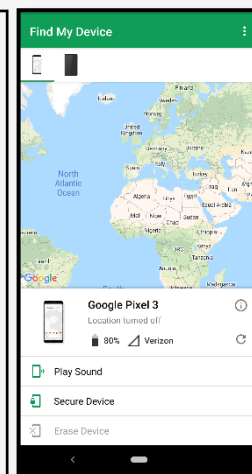
If your device is lost or stolen, you can then go to “Google Find My Device” page and see where your phone was located last. You can make the (android.com/find) device ring at full volume to help you find it or remotely lock or erase all data on it.

In order to test this feature, let's go to android.com/find and see if it works.

Can Android phones get viruses? The traditional “virus” is common on personal computers. Androids don't get these traditional viruses, but they do get other malware. This malicious software can be designed to secretly control the device or even steal private information.

An example of this Android malware is Triout. Triout was originally founded in 2018, bundled with a legitimate application on the Google Play marketplace. This malware could hide on your Android and record phone calls, save text messages, record videos, take pictures and collect your location. Although this original version was only active from May 2018 to Dec 2018, there are new variations being discovered.

In order to help prevent malware from getting onto an Android device it is important to turn off your Wifi, Bluetooth, and sharing capabilities whenever you are not actively using them.

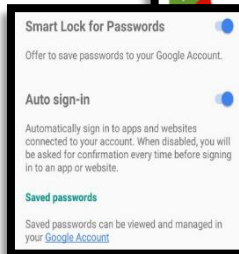


ANDROID PRIVACY SETTINGS (13.0)

Smart Lock for Passwords

From the same Google Settings section, select “Smart Lock for Passwords.” You will then see the screen where you can turn off the options to save your passwords and automatically sign-in to web pages and other account-oriented sites. You can also add apps for which you don’t want passwords to be saved.

Alternately, you can select specific accounts and delete the saved password by tapping the “Google Account” hyperlink. All saved passwords are encrypted and stored in the Google cloud storage that comes with your account. Although it is recommended that you turn off the above options, only you can balance your security with the convenience of saved passwords.



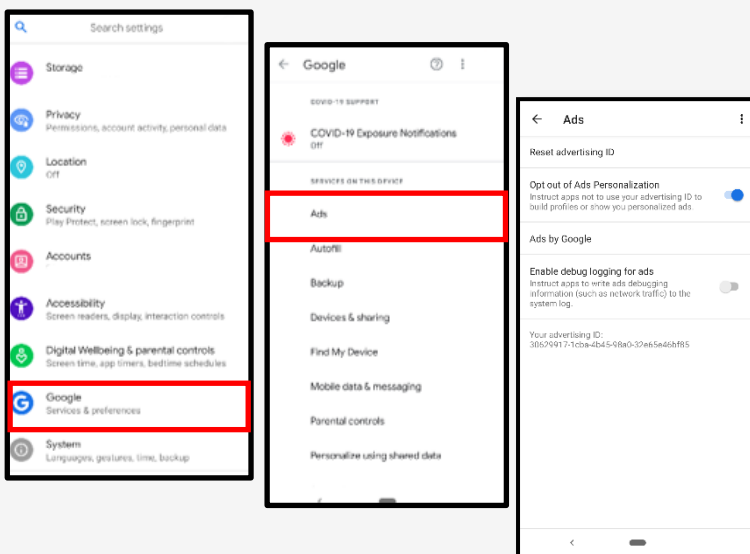
Ad Tracking

Ads can track everything you do. Not all Android devices and OS versions have settings to turn ad tracking off. If your device does not have this setting, you can download ad blocking/privacy-oriented browsers or browser add-ons. Here are just a few examples:



If your device has the option to control advertisements, the following directions show you how to disable the feature:

Go to “Settings” > “Google” > “Ads.” Tap the toggle switch to the “On” position for “Opt out of Ads Personalization.”

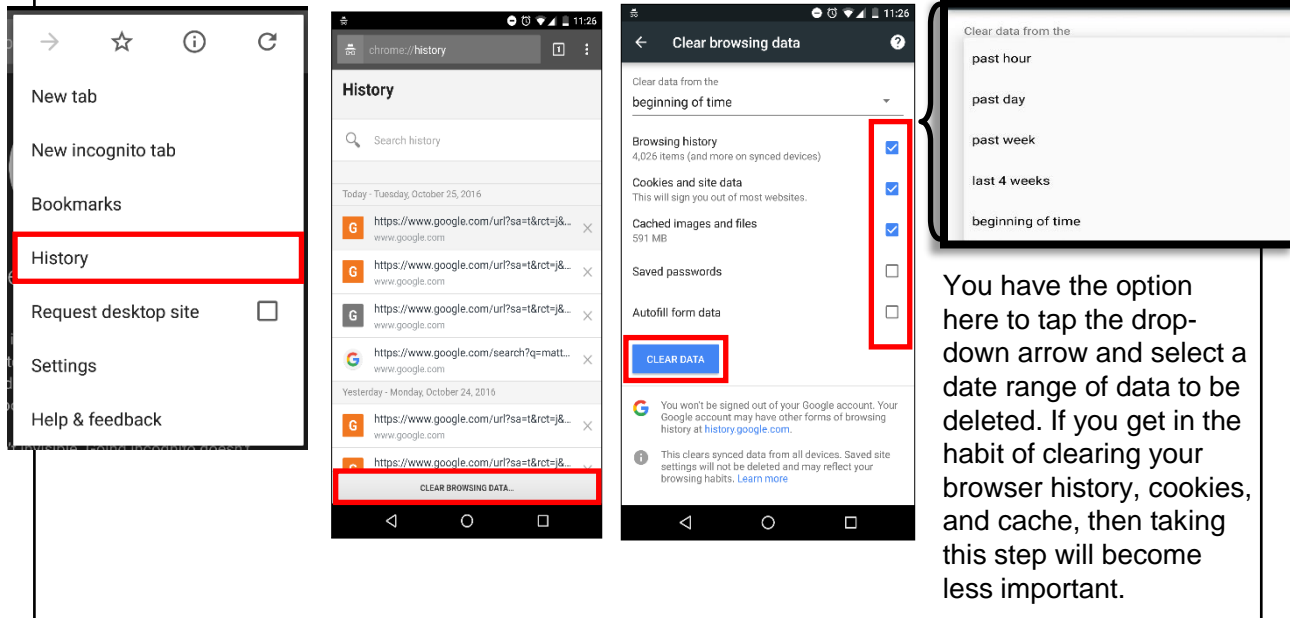


Safe Browsing: Android devices have a “safe browsing” mode that is built into them and enabled by default. While using Google Chrome, this feature will give warnings before entering a suspicious site. As long as Chrome and your Android are updated to the most recent versions, this feature should work to protect you from malicious sites.

ANDROID PRIVACY SETTINGS (13.0)

Internet Privacy Settings

Browser history and cookies are tracked when browsing the web from your mobile devices. To ensure privacy, open your browser (Chrome) and tap the three dots in the upper right-hand corner. Tap “History” then “Clear Browsing Data” at the bottom (or top) of the screen. On the next screen, select the applicable boxes (use the below screen shot as an example) and tap the blue “Clear Data” button.

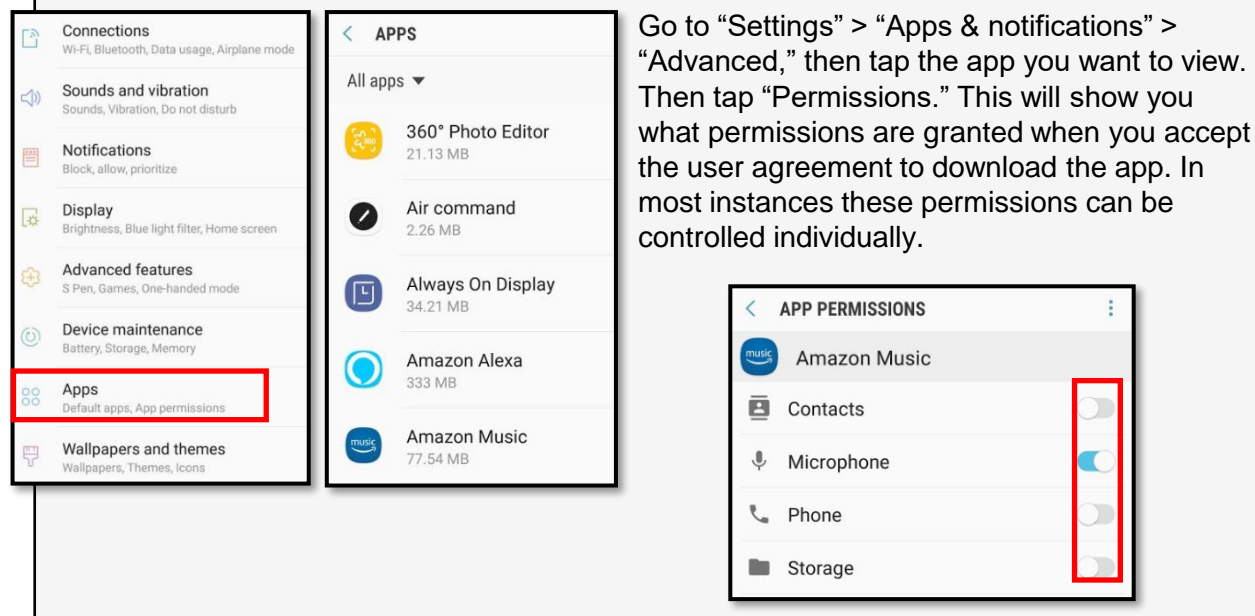


The image shows three sequential screenshots from an Android phone. The first screenshot shows the Chrome menu with 'History' highlighted in a red box. The second screenshot shows the 'History' screen with 'CLEAR BROWSING DATA...' at the bottom highlighted in a red box. The third screenshot shows the 'Clear browsing data' dialog with checkboxes for 'Browsing history', 'Cookies and site data', and 'Cached images and files' all checked, and the 'CLEAR DATA' button highlighted in a red box. A fourth screenshot shows the date range selection menu with 'beginning of time' selected.

You have the option here to tap the drop-down arrow and select a date range of data to be deleted. If you get in the habit of clearing your browser history, cookies, and cache, then taking this step will become less important.

Application Manager

The applications you load access different capabilities on your device, regardless of whether they are active or working in the background. You can see, and to some degree control, what access each application has in the “Application Manager.”



The image shows three screenshots from an Android phone. The first screenshot shows the 'Settings' app with 'Apps' highlighted in a red box. The second screenshot shows the 'APPS' screen with 'Amazon Music' selected. The third screenshot shows the 'APP PERMISSIONS' screen for Amazon Music with the 'Microphone' and 'Storage' permissions highlighted in a red box.

Go to “Settings” > “Apps & notifications” > “Advanced,” then tap the app you want to view. Then tap “Permissions.” This will show you what permissions are granted when you accept the user agreement to download the app. In most instances these permissions can be controlled individually.

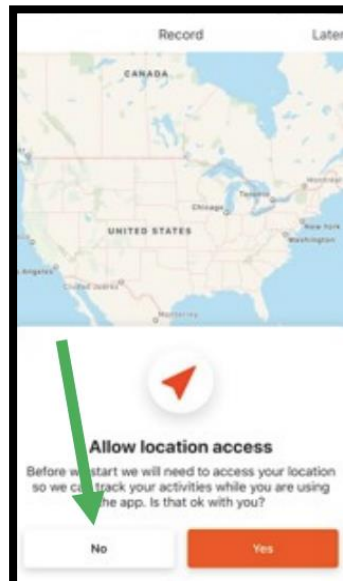
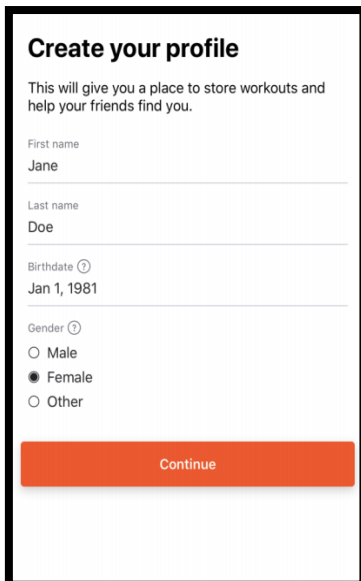
FITNESS APPS

- **Do** make sure your profile is not set to “public.” Also, limit what information you put on your profile even if it is set to “private.”
- **Do** keep your fitness app activity set to “private” by default so that your routes cannot be tracked online.
- **Do** ensure that family members take similar precautions with their accounts.
- **Do** use a picture of something other than yourself for your profile. Profile photos can be viewable to the public.
- **Don't** link your fitness app to any of your social media accounts. Doing so allows your routes and the times you exercise to be published to your social media accounts for others to see.
- **Don't** track exercises that begin at your own home, workplace, or school.
- **Don't** chose the same route every time you go for a run or walk. It is important to mix it up so that any potential stalker won't be able to track your whereabouts.

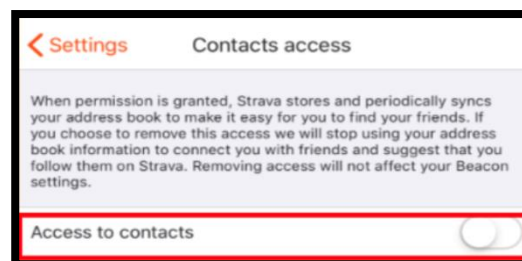
Create Your Profile

When creating an account put only the required personal information. Strava is a fitness tracker as well as a social network, its key feature is that its members can locate the most popular bike and running paths in their areas, follow their friends' routes, and log group exercises. For these key features to work, an optimal number of members must continuously share location data. If you leave your location data for people to see, you become vulnerable to victimization such as; physical attack, stalking, or theft of your belongings when you are away from your home.

When asked to access location data, although this is a big part of the app, it is strongly recommended not allowing Strava to have access to location data. It is also recommended that you not share your contacts with Strava. Understand this will be asked multiple times.

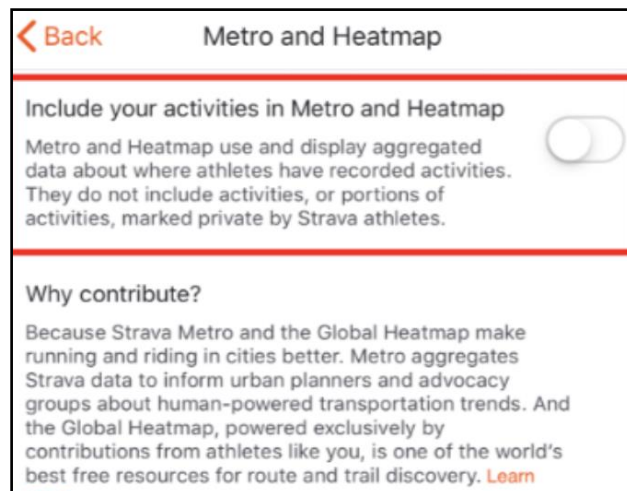
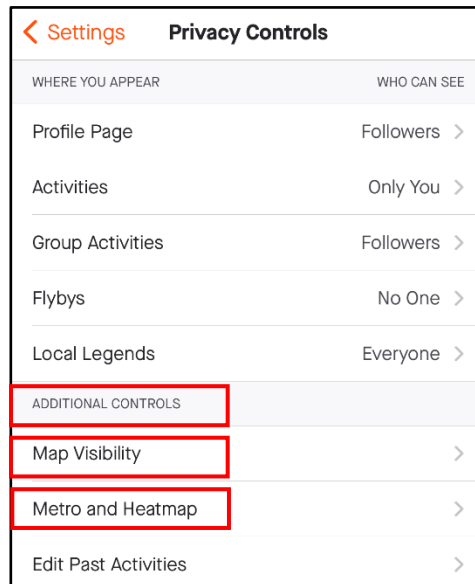
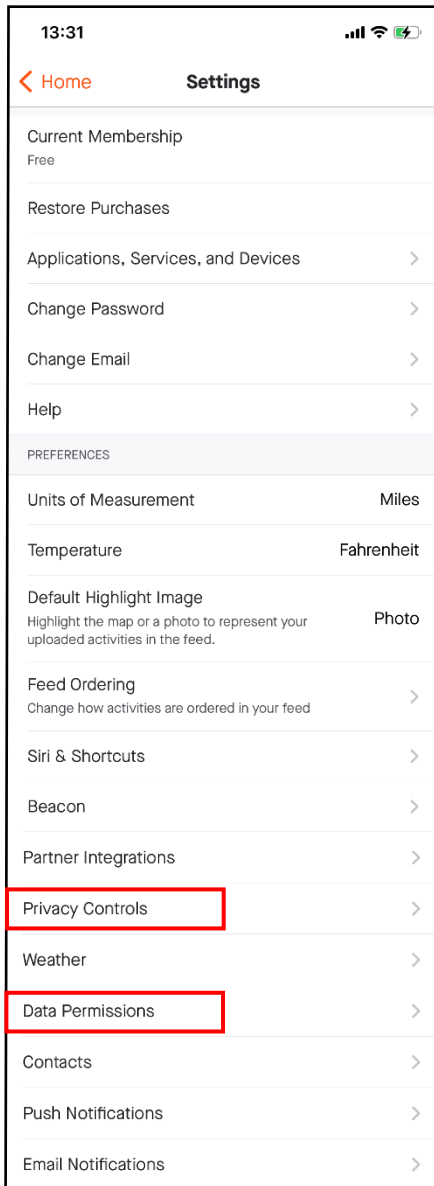


It is recommended that you turn off the function that allows Strava to have access to your “Contacts” - the default for this function is set to “On.” Go back to “Settings,” scroll to the middle of the menu, select “Contacts.” Set the toggle to “Off.”



FITNESS APPS

At the top of the screen select the “Settings” icon. Scroll to find and select “Privacy Controls.” Here, make sure each block in the “Where You Appear” is locked down to a comfortable level. It is recommended only “Followers” or “Only you” be selected to best protect your privacy. Now, locate the “Map Visibility” tab. It is recommended that you hide your activity maps from others completely. Next, locate and select the “Metro and Heatmap” then be sure to turn this function off. Heading back to the “Settings” tab, locate “Data Permission” where it is recommended Strava is denied access to “Health-Related Data.”

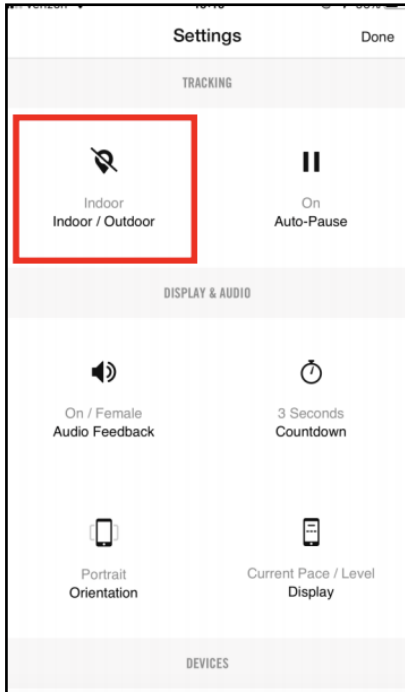


On iPhone: we recommend you scroll to the “Siri & Shortcuts” tab, under “Settings” (see picture, above left) and review the current settings there. Ensure your “Siri” function is off.

FITNESS APPS

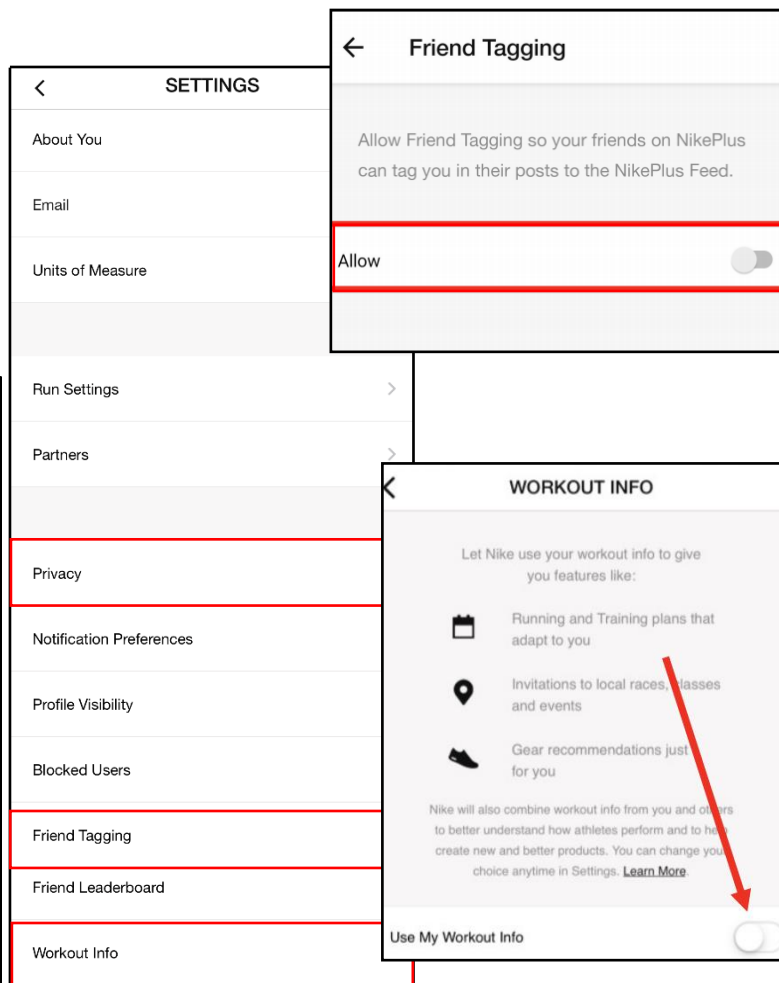
Create a Nike Run Club Account

As you create your Nike Run Club account, provide the minimum amount of personal information possible. It is recommended that you not link any other social media account to your fitness apps. Instead, use an email and password unique to this account. When setting up the account it is not recommended that Location data be accessible to the app, be sure to turn that function “off.”



Different Settings

This app contains two different “Settings” functions; the first is the Account Settings function and the second is the “Run Settings.” First look at the middle of the home screen and select the “Settings” icon to take you to your “Run Settings.” Here select “Indoor/Outdoor” to toggle the function to “Indoor.” These settings can also be found in the Account Settings as well.



Privacy Settings

Now head back to the home screen and select the menu in the top left of the screen. Now select “Settings” to access the Account Settings. Scroll to find and select “Privacy Setting.” It is recommended that “Only Me” or “Friends” be selected here. Next head down to “Friend Tagging” to turn this feature off. Finally, scroll to and select the “Workout Info” tab, still in the “Privacy Settings.” It is recommended you set the toggle to “Off” in order to secure your data and personal information.

FITNESS APPS

Creating a Garmin Account

As you create your Garmin account, provide the minimum amount of personal information possible. It is recommended that you not link any other social media account to your fitness apps. Instead, use an email and password unique to this account. When setting up the account it is not recommended that Location data be accessible to the app, be sure to turn that function “off.”

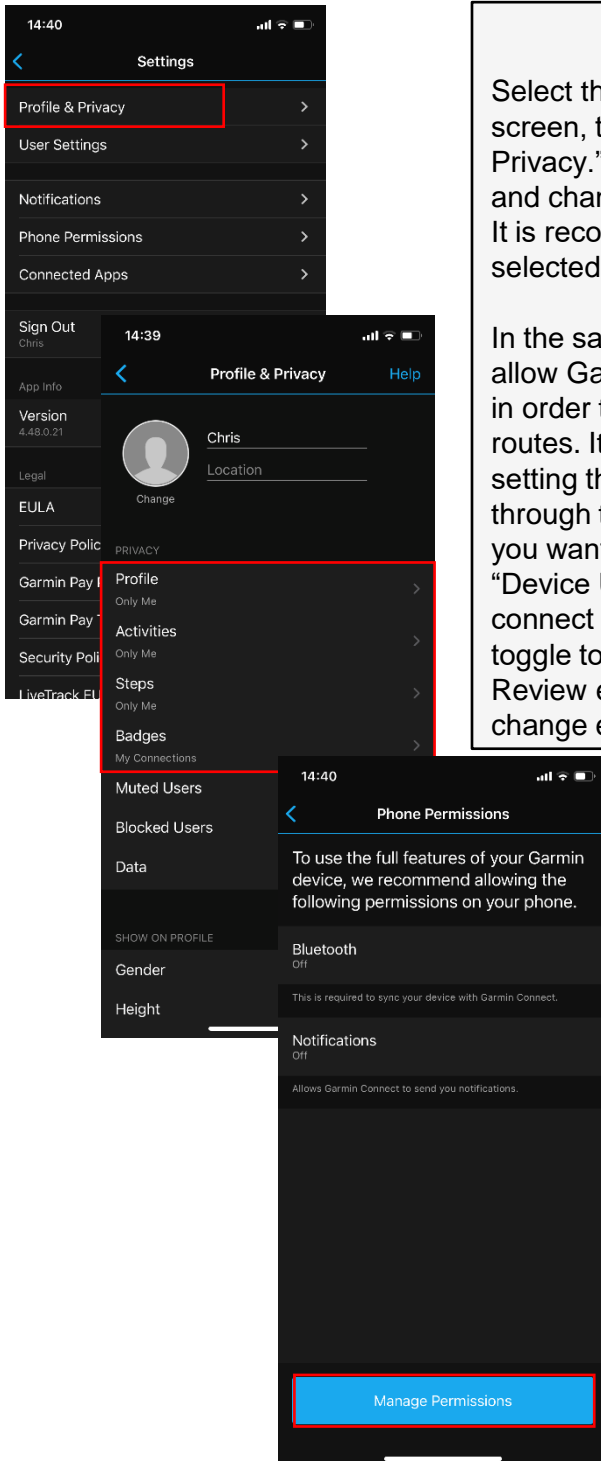
Create Your Profile

Select the menu icon from the top left-hand side of the screen, then select “Settings.” Locate and select “Profile & Privacy.” In the first section, labeled “Privacy,” go through and change each setting according to your comfort level. It is recommended “Only Me” or “My Connections” be selected.

In the same section review the “Data” tab. These functions allow Garmin to collect data from your account and device in order to build and reinforce databases that hold popular routes. It is recommended you turn this function off by setting the toggle to “Off.” Next, select “Insights” and read through the consent policy provided before you decide if you want to “Agree” or “Do Not Agree.” Finally, select “Device Upload” and decide whether you want Garmin to connect your Garmin devices to “Garmin Connect,” set the toggle to “On” or “Off” based on your preference here. Review each data collection section under this tab to change each according to your comfort level.

Phone Permissions

Head back to the “Settings” menu and select “Phone Permissions.” Review each setting and change according to your comfort level. It is recommended that, where possible, phone permissions be limited with any app.



FITNESS APPS

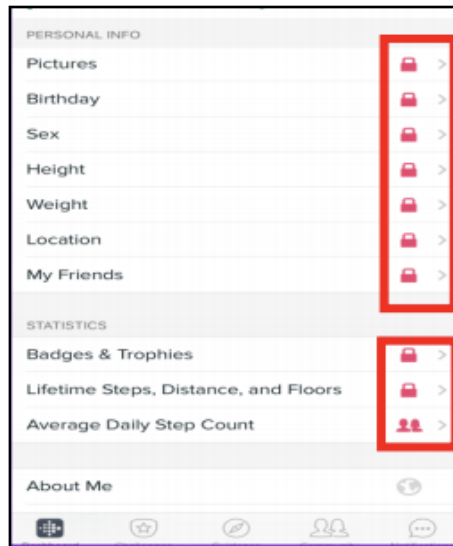
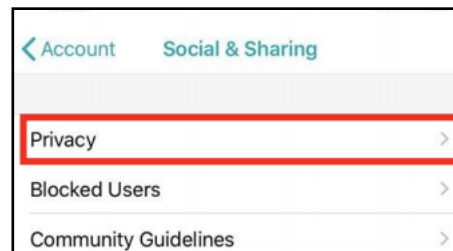
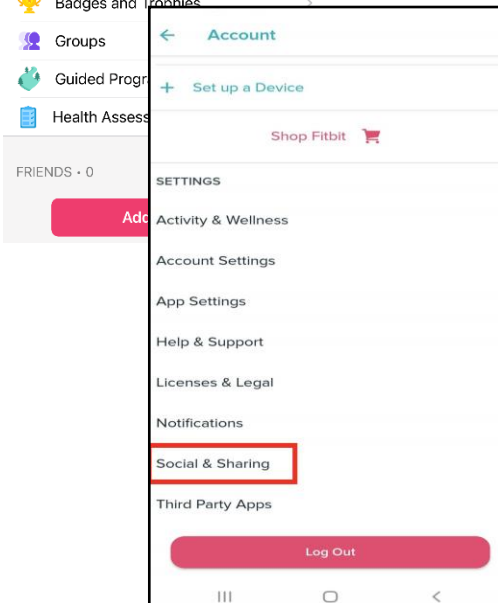
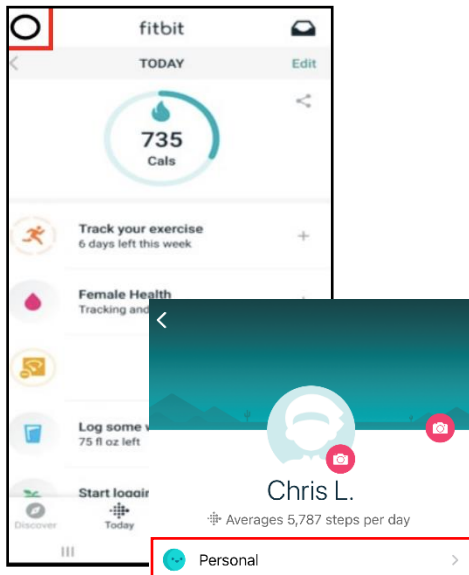
Creating a Fitbit Account

As you create your Fitbit account, be sure to provide the minimum amount of personal information possible. It is recommended that you not link any other social media account to your fitness apps. Instead, use an email and password unique to this account. When setting up the account it is not recommended that Location data be accessible to the app, be sure to turn that function “off.”

From your “Home” screen select your “Profile Picture” icon in the top left corner. Then select your “Account,” noted by your name, and your “Profile Page,” select “Personal” and ensure that “Location” is not turned on. The “About Me” section is always set to “Public” so you may want to review what other information is in this section.

Social & Sharing

In the “Account” section, select “Social & Sharing” then select the “Privacy” section. Select the icon to the right of the category for each section. Select the icon and make the change, then select “Save” in the upper right corner of the screen. It is recommended that “Private” or “Friends” be selected here, not “Public.”

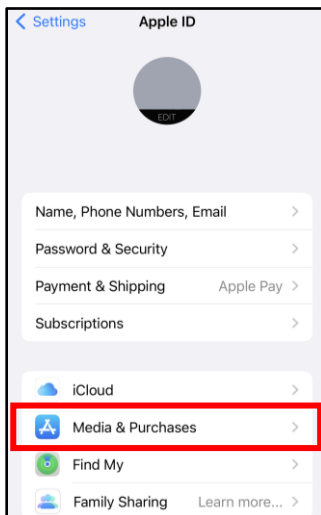
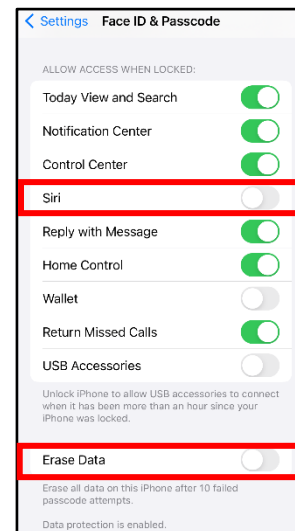
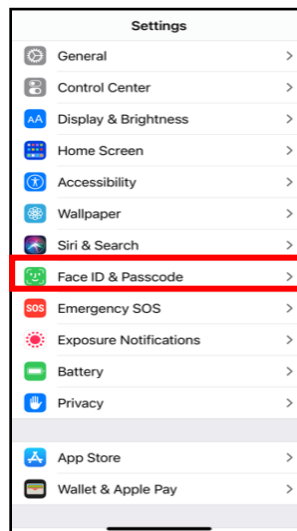


iOS PRIVACY SETTINGS (17.3)

- Smartphones and tablets are not impenetrable. Secure your smartphone with a password and use apps such as “Find My iPhone” to locate lost or stolen devices.
- All smartphones and tablets have cameras and micro-phones that can be remotely activated. Caution should be used when device is near anything of personal importance.
- Bluetooth and wireless capable devices are convenient but easily exploitable by hackers. Use a VPN if possible and avoid public wireless networks. It is advisable to turn these services off if not immediately needed.
- Prior to downloading apps on your device, read the developers permissions. Many apps require permission to access your camera, microphone, text messages, and contacts.
- Turn off location services until they are needed. Otherwise, your daily movements may be tracked by various apps and vendors. Whether turned on or off, location services are always available to 911 and first responders.

Physical Security

In the iOS “Settings” app find and select “Face ID & Passcode,” then select “Set Up Face ID” and “Turn Passcode On.” Ensure the password is strong such as an alpha-numeric passcodes. At the bottom, there is an option to “Erase Data” which will completely erase all data after 10 failed attempts. Additionally, it is recommended that you turn off “Siri” due to its listening capabilities and bugs associated with accessing your phone. Finally, scroll further down in this section to find, “Allow Access When Locked” and go through to ensure comfortability with each.



Find my iPhone

Next go to “Settings” and select your account at the top of the list. Now select “Find My,” then “Find My iPhone.” Be sure this function is turned “On.” This way if you lose your phone, you can access your account online and geo-locate where it is.

iOS PRIVACY SETTINGS (17.3)

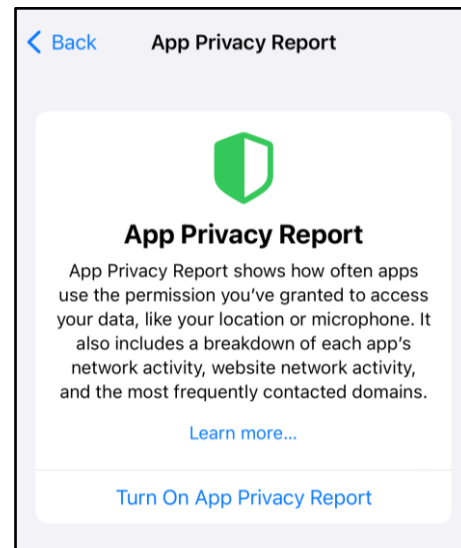
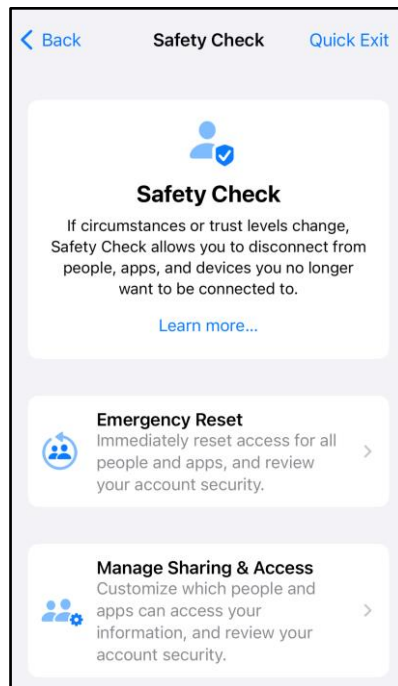
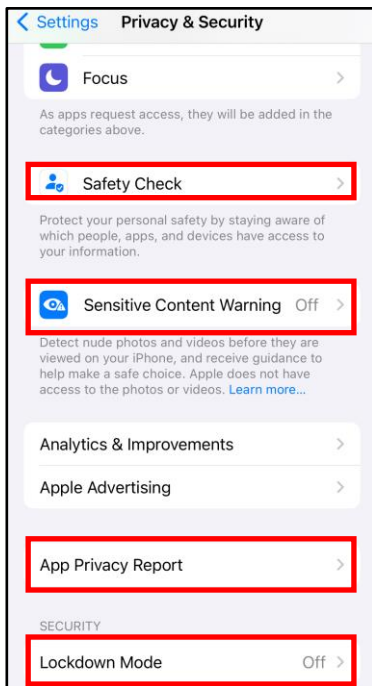
Sign-in & Security

Under your “Apple ID,” navigate to “Sign-in & Security.” Here you can Change your password if needed. It is also suggested that you set up “Two-Factor Authentication” on your device. You can also enable “Account Recovery” here if you forget your password or device code to recover your data. Apple also offers a “Legacy Contact” option so that someone you trust will have access to your data after your death.



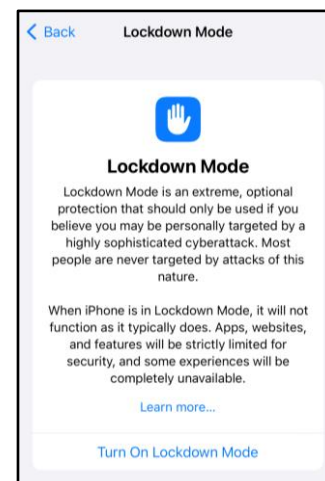
Privacy & Security

Go to “Privacy & Security” in your iPhone settings. From here you can do a “Safety Check” on your phone. It will allow you to reset access to apps and review your account security. If you have children, you should consider enabling the “Sensitive Content Warning.” You can also get an “App Privacy Report,” that shows how often apps use the permissions you’ve granted.

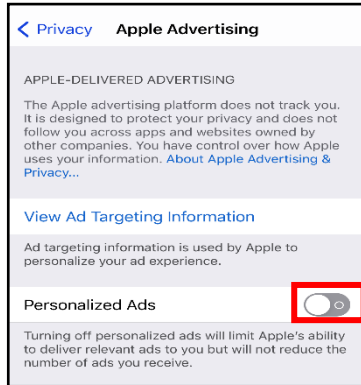
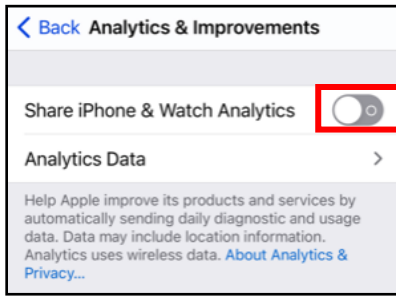
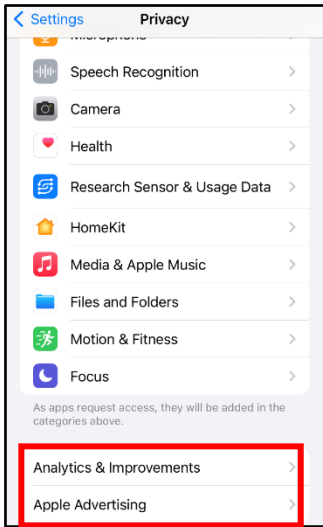


Lockdown Mode

Apple implemented a new tool called “Lockdown Mode.” It is a tool that limits functions on Apps, websites and features if you believe you're being targeted by sophisticated cyber security attacks.



iOS PRIVACY SETTINGS (17.3)

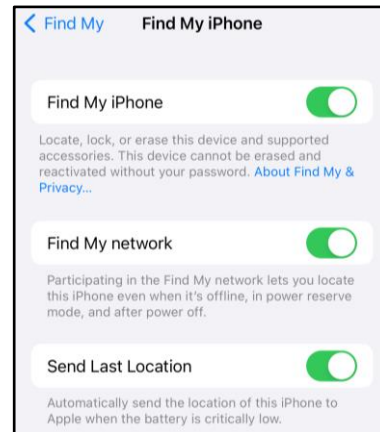
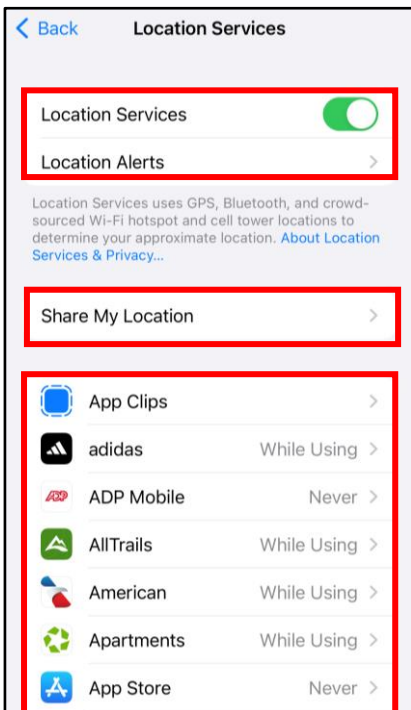


Analytics and Advertising

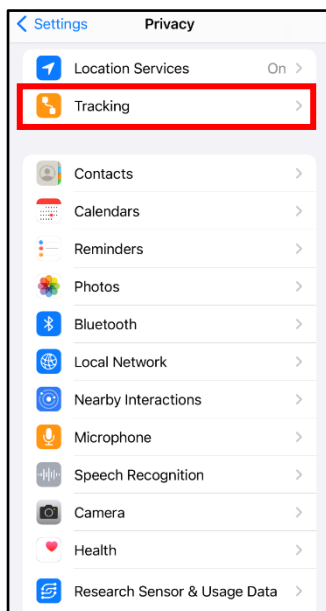
Locate and select “Privacy” under “Settings” then select “Analytics” & “Improvements.” It is recommended that “Share iPhone & Watch Analytics” be turned off. Next, under “Privacy” select “Apple Advertising.” It is recommended that “Personalized Ads” be turned “Off.”

Location Based Services

Navigate to “Location Services.” From here you can control what apps are able to see your location, if at all. It is recommended that you keep the settings at “Never” or “While Using” only. Next, navigate down to “Share My Location.” Here you can toggle “Find My iPhone,” which allows you to Locate, Lock, or erase the device. You can also choose to toggle “Share My Location” on or off.

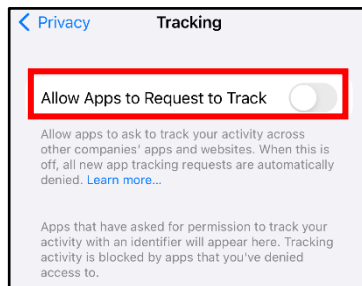


iOS PRIVACY SETTINGS (17.3)



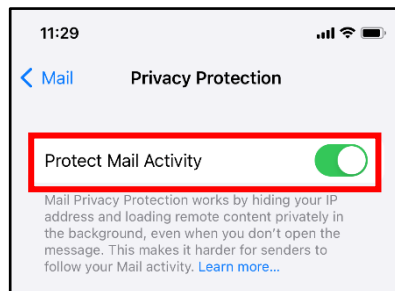
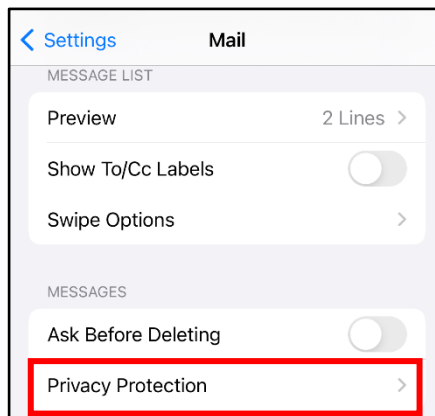
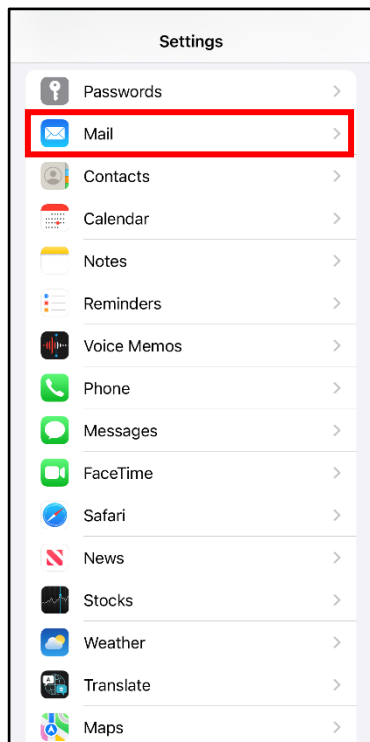
Tracking

Locate and select “Privacy” under “Settings” then select “Tracking.” Under “Tracking,” ensure that “Allow Apps to Request to Track” is off. This will make it so apps won't have permission to track your activity, and so you won't have continuously click deny every time a new app asks.



Mail

Mail now offers “Privacy Protection” to your email. It will now encrypt your messaging, hide your IP address, and load remote content privately in the background. This setting will automatically appear when you update to IOS 16. However, if you opted out of it during the initial setup, you can turn it on by going to “Mail” under “Settings.” Under “Mail” go to “Privacy Protection.” Then turn on “Protect Mail Activity.”



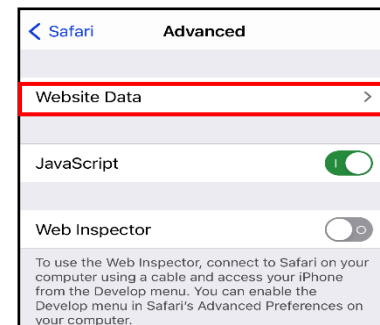
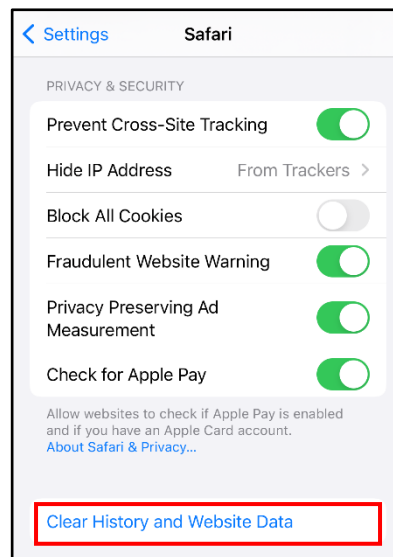
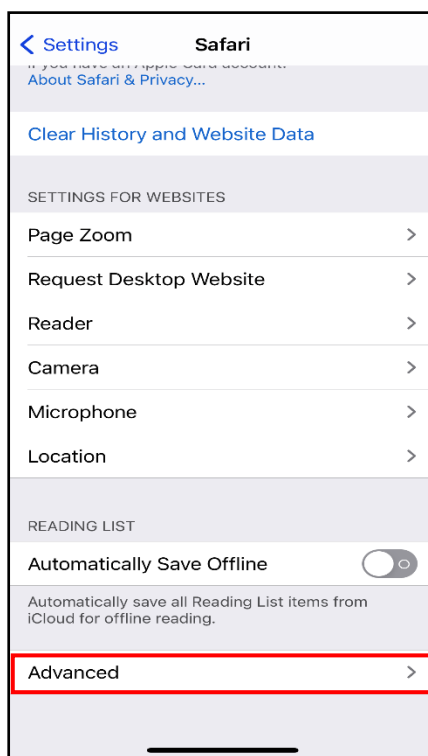
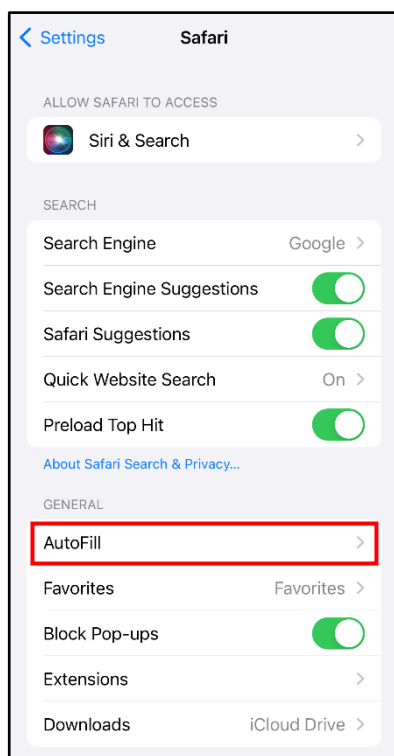
iOS PRIVACY SETTINGS (17.3)

Safari

Safari's "Do Not Track" is a universal web tracking opt-out initiative that allows users to prevent advertisers from tracking your browsing habits. There are several sections to look through and adjust the settings, but it is recommended to turn off "Frequently Visited Sites" under the section titled "General." This prevents Safari from tracking sites you regularly visit. Next, under the "Privacy & Security" section on the "Safari" page, turn on "Prevent Cross-Site Tracking" and "Fraudulent Website Warning."

It is also a best practice to clear the browser history periodically. To do so, continue to scroll down in the Safari settings, at the very bottom select "Advanced" then select "Website Data." From there select "Remove All Website Data."

Clear the AutoFill to protect passwords and credit card information. To do so, open "Settings" and select "Safari" then click on "AutoFill."

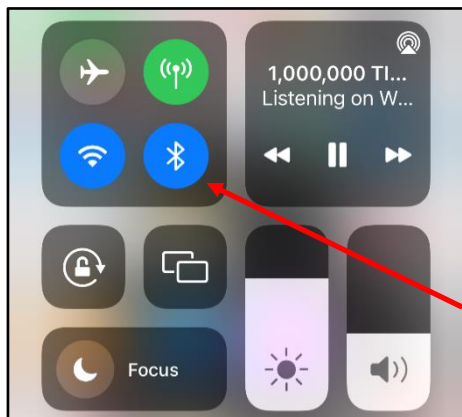


iOS PRIVACY SETTINGS (17.3)

Wifi and Bluetooth

Where possible, public wifi networks should be avoided due to the vulnerabilities they present to your personal data. If public networks must be used, avoid logging into accounts that require passwords and always use a VPN client to encrypt on-line transactions. There are two ways to turn off wifi: 1) Drag down from the top right of your phone screen and tap the icon on the control screen; or 2) In “Settings”, Select “wifi,” and it turn off.

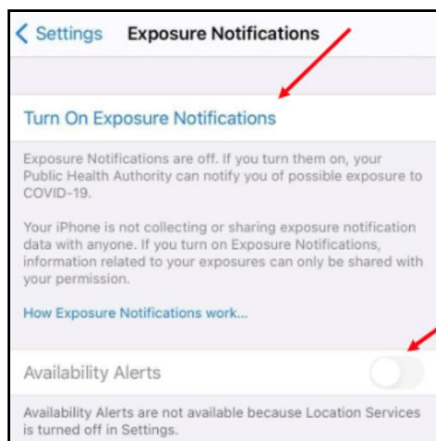
Bluetooth is a wireless technology standard for exchanging data over short distances from fixed and mobile devices. When Bluetooth is enabled on your iPhone or tablet, hackers can gain access to your device and obtain contacts, messages, calendars, photos, and notes without your knowledge. It is therefore recommended that you only use Bluetooth, when necessary, like in your car, and that you turn it off after you are done using it each time.



COVID-19 Contact Tracing Apple and Google have partnered on offering a secure and private coronavirus contact tracing implementation on iOS. You can see whether this is activated by going to “Settings” then locate and select “Exposure Notifications” and “Exposure Logging.” When you see “Exposure Logging,” you will notice a toggle to the right that is probably “Off.”

If you decide at any point that you want to disable the “Exposure Notifications Logging” tool on your iPhone, you can take the following steps. First, on iOS 13.5 and later, go to “Settings” on your iPhone. Next, swipe down and select “Exposure Notifications.” You can also delete the exposure logs manually at any time by going to the bottom of the “Exposure Logging” page and selecting “Delete Exposure Log.” If you have opted-in to the “Exposure Logging” system, you may be interested to know who is trying to access your exposure information. To find out, select “Exposure Checks” on the “Exposure Logging” page. This is a record of all requests to check your “Exposure Log” from the past 14 days.

Note: The “Exposure Logging” toggle is disabled by default in iOS 15.1. It does not connect any data without you installing and authorizing a local health authority app, which will be available soon. Apple’s exposure notification system will be completely opt-in.

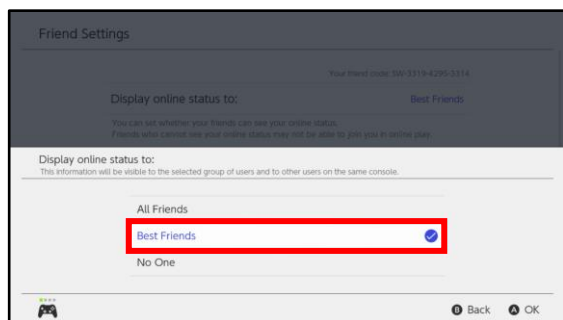
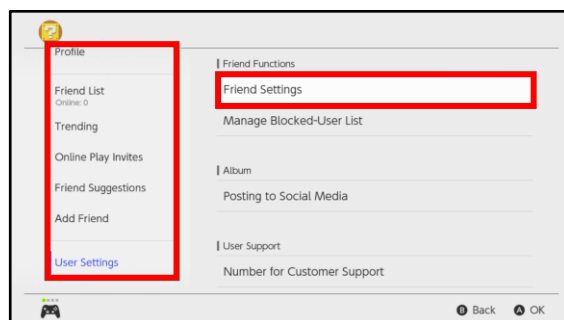
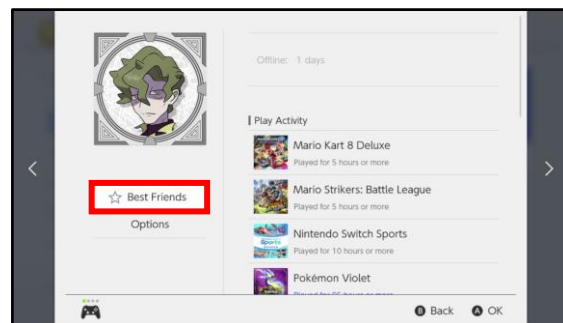
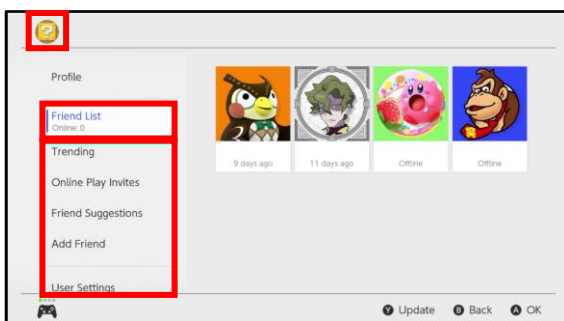


NINTENDO SWITCH

- **Do** share photos only with known and trustworthy people.
- **Do** go through your user settings to ensure that your privacy options are updated.
- **Do** ensure that family members take similar precautions with their accounts.
- **Don't** let your devices auto-save your password for your account.
- **Don't** allow people you do not know in real life to follow you. Only maintain connections with people and pages you know and trust.

Friend List and User Settings

From the “Home” menu, select your profile page at the top left corner as depicted in blue on the top left photo. Under your “Profile,” you can access your “Friends List.” From here you can edit who is on your friends list and even turn “Friends” into “Best Friends.” “Best Friends” will always appear at the top of your “Friends List.” You can also edit your “Friend Settings” so that certain activity is only displayed to your “Best Friends.”

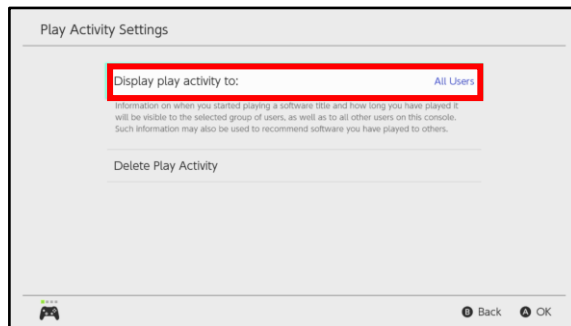
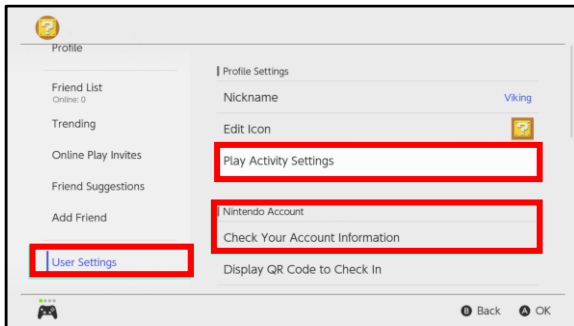


The Nintendo switch privacy settings are basic. You will overall be able to limit things such as “Friend Settings,” “Blocked Users,” and “Parental Controls.”

NINTENDO SWITCH

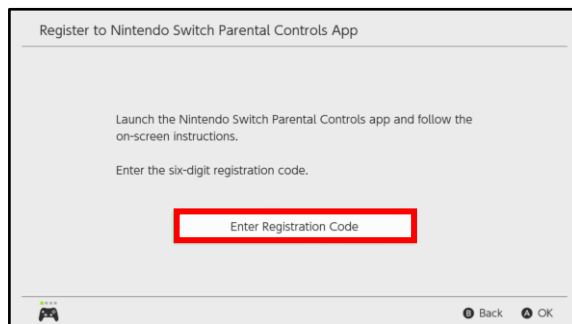
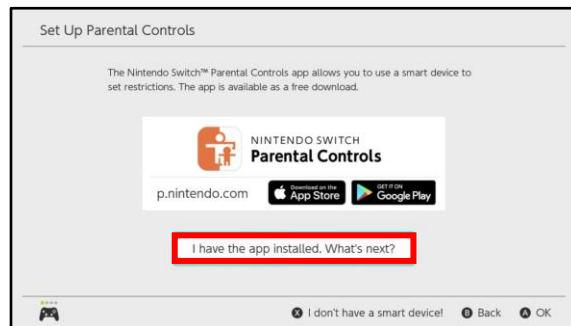
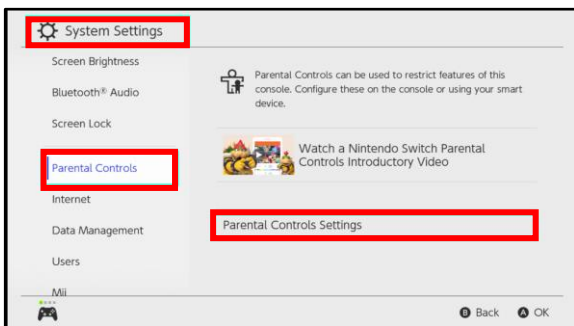
User Settings

Still under the “Home” menu, you can navigate to “User Settings.” Once there, select “Play Activity Settings” to change the setting to allow who is able to see you playing. Here you can also edit things like your “Nickname” and “Icon.” Just below under “Nintendo Account,” you’re able to check your “Account Information.”



Parental Controls

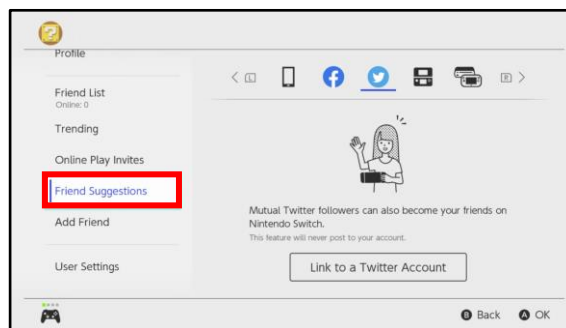
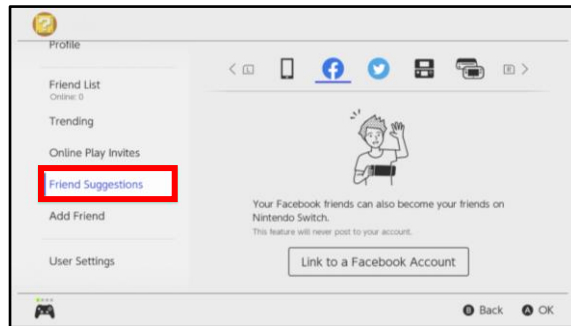
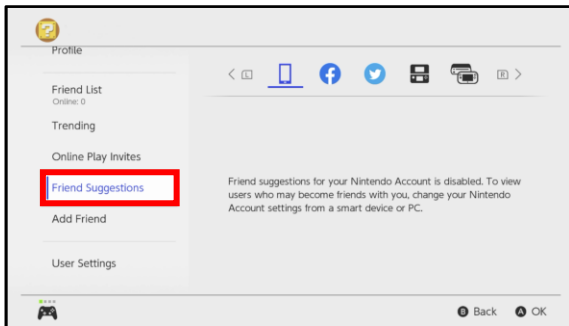
(To access “Parental Controls” for the Switch, you will need to download the “Nintendo Switch Parental Controls” application onto your cellphone.) Under “System Settings,” you can access “Parental Controls.” From here, go to “Parental Control Settings,” and select “I have the app installed.” You will be prompted to enter a six digit registration code, and once done, will be able to utilize the “Parental Controls.”



NINTENDO SWITCH

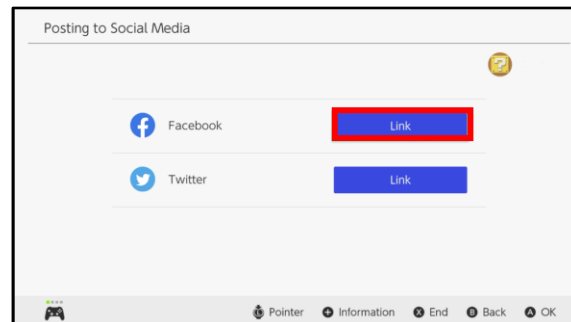
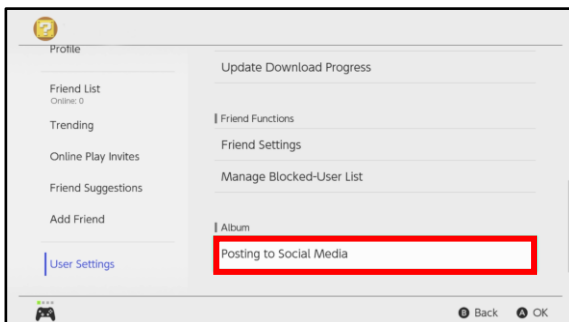
Social Media Friend Suggestions

Still under the “Home” menu, you can navigate to “Friend Suggestions.” Once there, use the left or right bumper to select the different “Social Media Icons” to ensure there are no linked accounts. Having linked accounts may allow people you do not know in real life to follow you.




Social Media Posting

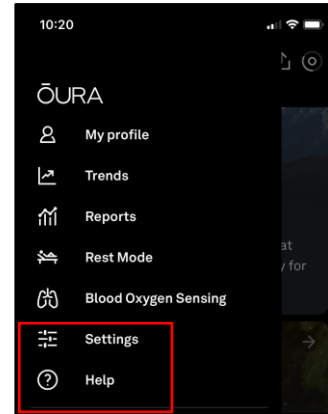
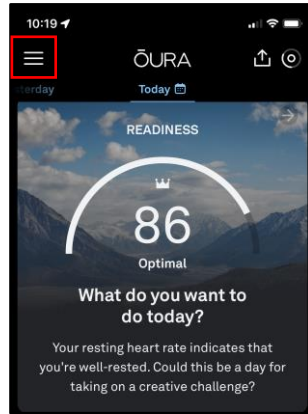
To access “Posting to Social Media” for the Switch it is under “User Settings.” From here, go to “Album,” and select “Posting to Social Media.” You will then be able to view if the switch is connected to Facebook and Twitter for social media postings.



OURA RING

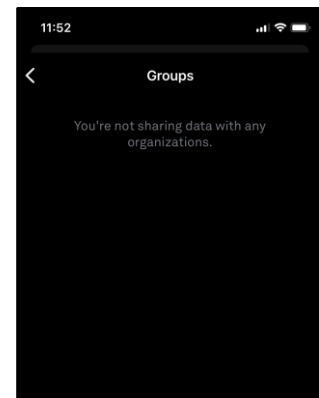
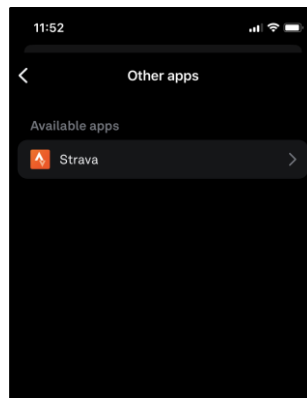
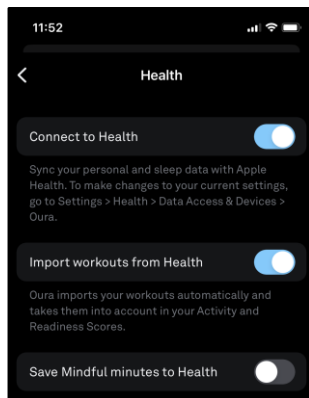
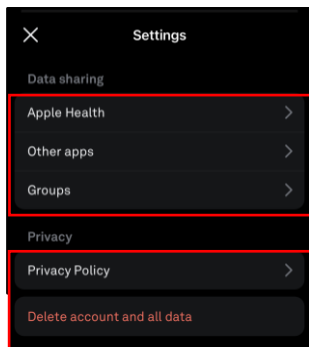
Your Oura

After you open the “Oura Ring” application, the home screen will appear as highlighted on the right. At the top left corner, Click the  Icon to access your “Help” and “Settings” tab.



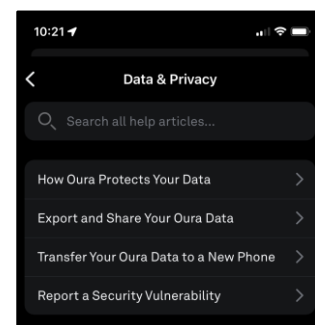
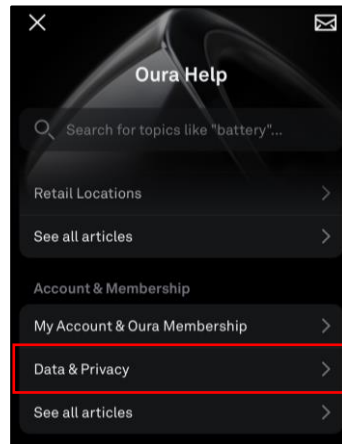
Settings

Once under “Settings,” you can scroll down until you reach “Data Sharing.” Underneath “Data Sharing,” you can choose if you want to share the health information your Oura Ring collects with “Apple Health,” “Other Apps,” and “Groups.” It is recommended that if you choose to share with any of these, that you research what those companies do with the data they collect from your Oura ring. You can also read Oura Ring’s “Privacy Policy” to learn more about what they share. Oura Ring privacy policy states they don’t sell or rent your information. You can also scroll to the bottom of “Settings” to “Delete account and all data.”



Help

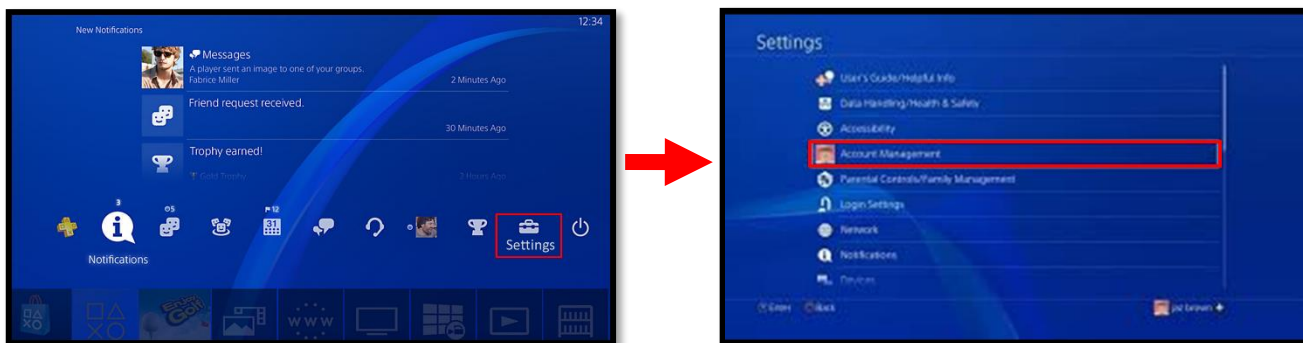
Under “Help,” you can scroll down to “Account & Membership,” where you can then select “Data & Privacy.” Once here you can learn more about how Oura Ring handles your data, “Export and Share your Oura Data,” “Transfer your Oura Data to a New Phone,” and “Report a Security Vulnerability.”



PLAY STATION

- **Do** use caution when sharing Gameplay when messages, video, audio, and personal data may be available to other users participating in your game experience.
- **Do** select “Friends Only” for all available settings options. Ensure family members take similar precautions with their accounts. Their privacy and share settings can expose your personal data.
- **Do** use parental controls to restrict access to questionable content and features for children using the PS4.
- **Do** refer to privacy policies/user agreements of individual games and third-party applications to see if they use the PS4 camera, and to understand other privacy information.
- **Don't** forget to update your PS4 system to the latest version of the system software.
- **Don't** use pictures of yourself for your profile photos. Instead, use avatars or photos of something else. Profile photos are potentially viewable to other users and the public depending on your privacy settings.
- **Don't** discard or transfer ownership of your PlayStation without using “Initialization.” Initialization sets your PS4 back to factory mode and erases the system data.
- **Don't** establish connections with individuals you do not know and trust. Understand that not everyone is who they say they are.

PlayStation (PS) allows you to manage a host of settings in order to take ownership of your system security and privacy and determine what information other users can see. You must first access the “Settings” button from the “Dashboard Menu,” highlighted below in red. From there, go to “Account Management.”



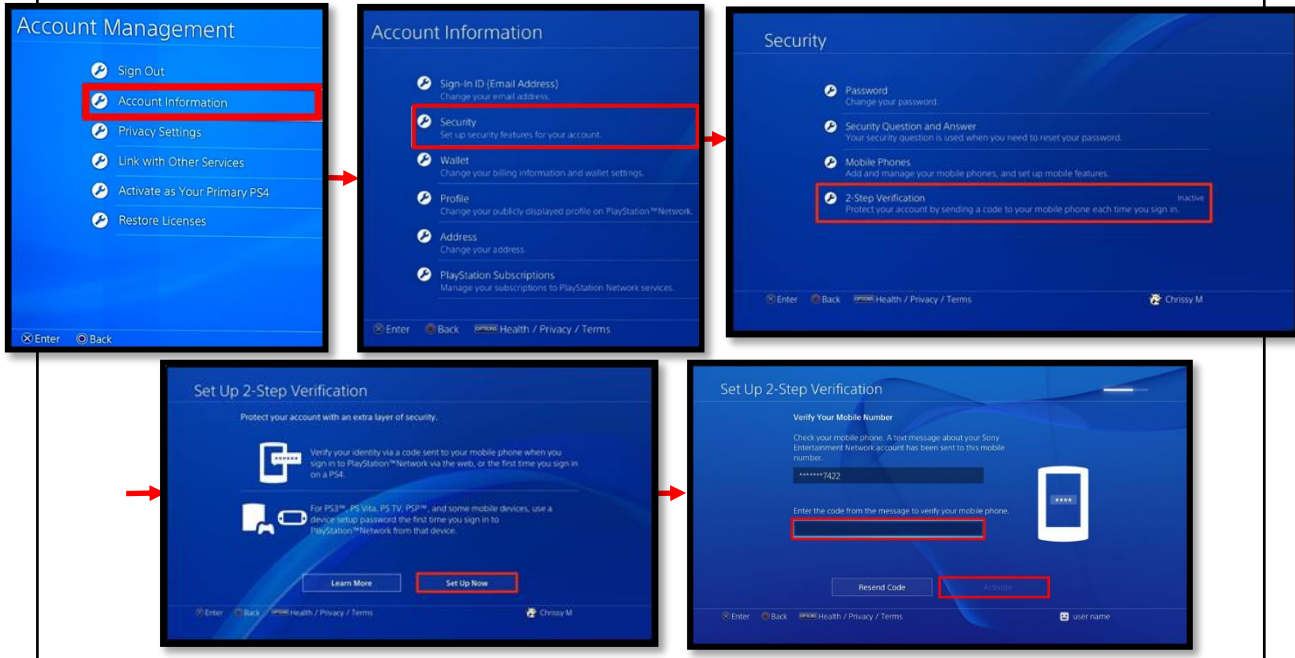
Two-Factor Authentication: After you go to “2-Step Verification,” select ACTIVATE to switch on 2-Step Verification. Next, select how the verification will be received; whether, via Authenticator App or Text Message. For user’s that select verification via authenticator app, open an authenticator app on your mobile device and scan the QR code. If the QR code fails, copy and paste the alphanumeric code. You’ll then see a verification code in the app. For users that select verification via text, enter a mobile number or select an existing one. Enter the verification code that was sent to your mobile device. **Recommendation:** Save your backup codes in a secure location. Backup codes allow access to your system when your cell phone is not available; therefore, if the backup codes are compromised, a hacker can use these to circumvent the intended protections of 2-step verification.



PLAY STATION

2-Step Verification

PlayStation's two-factor authentication is an added layer of security to ensure only authorized individuals have access to the system, accounts, and privacy information.



Privacy Settings

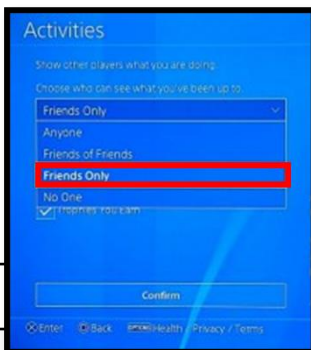
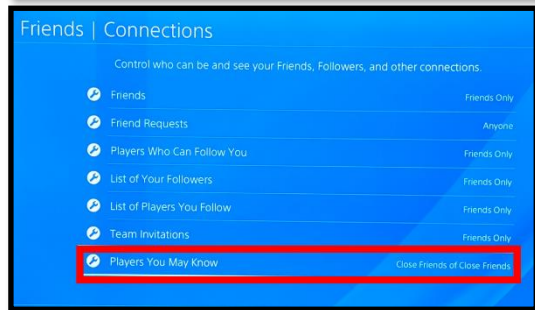
Next, let's take a look at privacy settings. From the "Account Management" screen, select "Privacy Settings" as seen on the right highlighted in red. The "Gaming | Media" subcategory allows you to determine which activities are viewable by others. The "Friends | Connections" subcategory allows you to decide which status of individuals (e.g. friends, followers, etc) can view established connections. The "Personal Info | Messaging" category allows you to choose who can see your real name and who can communicate.



PLAY STATION

Privacy Setting Recommendations.

It is recommended that you set your privacy settings to “Friends Only” for most sections, in order to prevent the general public from seeing information pertaining to the user. See “Recommended Privacy Settings” on the privacy settings graphics for “Gaming | Media,” “Friends | Connections,” and the “Personal Info | Messaging” subcategories. It is recommended the primary user and family members be mindful of who they become friends with and connect to on the system. It is important to remember not everyone on your family and friends “Friends List,” should be trusted. Parents, it is important to know not all users have good intentions or are accurately portraying themselves online. For this reason, it is recommended that you review your child’s “friends” periodically. Other users on the system may utilize gaming systems to connect with potential victims or use social engineering against other users. If you do not know someone, it is recommended you not add them to your “Friends List.”



After going through “Gaming | Media,” the “Activities” box shows different setting options you can choose from for privacy. It is recommended you select the “Friends Only” option as shown here to the left, highlighted in red.

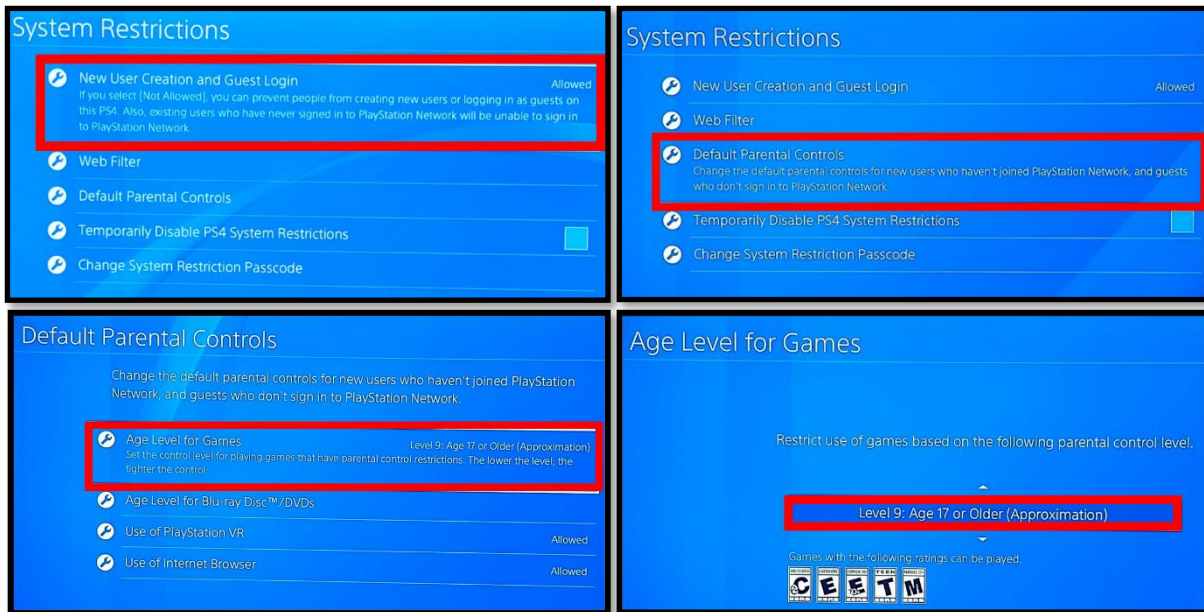
Parental Controls

PlayStation allows you to manage numerous parental control settings with the ability to limit playing time, restrict user account creation, set maturity levels for games, and change system passcodes. To get to “Parental Controls/Family Management” settings, select the “Settings” tab on the front “Dashboard Menu” and scroll down to “Parental Controls.” The subcategories are “PS4 System Restrictions” and “Family Management.”



PLAY STATION

From the “System Restrictions” section, you can select “New User Creation and Guest Login” to restrict who can log into the PlayStation and whether guests can access the system. From the “System Restrictions” section, you can click “Default Parental Controls” for the purpose of setting age and maturity restrictions for your users. See the graphics below for the pathways to these features within the settings. It is recommended parents implement the various system restrictions and the age-appropriate parental controls.

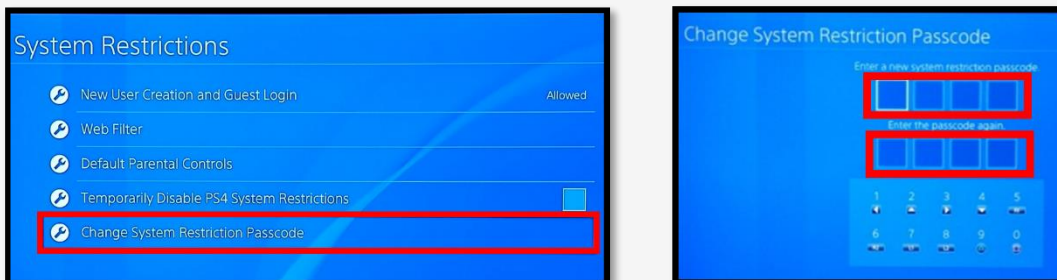


See below for the approximate user ages that match up to the parental control levels available in the user settings.

Age group						
Game parental control level	2	3	4	5	9	10

Passcode

The PlayStation Passcode is defaulted to “0000.” It is strongly recommended you change the system passcode to enhance the security of your device. To change the passcode, go to the “System Restrictions” section, and select “Change System Restriction Passcode” as illustrated in the bottom left graphic below, highlighted in red. Next, type in a new system restriction passcode. Verify the passcode by entering it a second time.



PLAY STATION

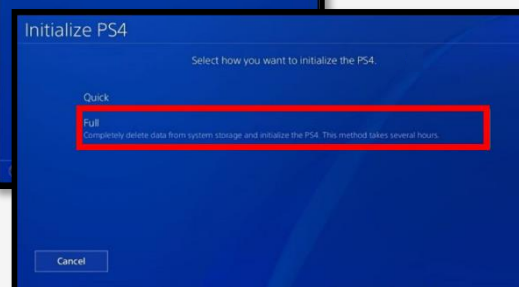
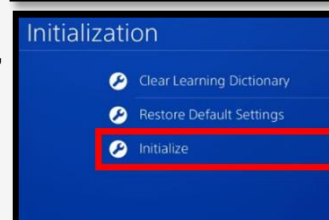
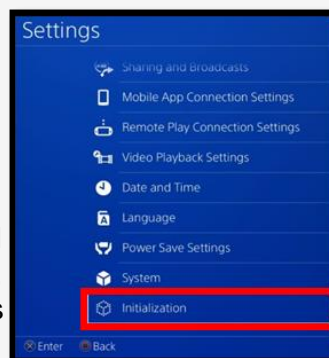
Family Management

Go to the “Parental Controls/Family Management” section. On the PS, select “Family Management” (as seen on the right, highlighted in red) and click “Set Up Now” (as seen below, highlighted in red). Within the “Family Management” area, parents can identify all the family members that will use the PlayStation system, manage play time limits, and set restrictions for children. A parent, guardian, or family manager can set the parental controls.



Initialization

Next, it is recommended you use the “Initialization” feature whenever you are discarding or transferring the PlayStation system to another person. Initialization of your PS system restores system settings to default values. It deletes data saved on system storage and deletes all users and their data from the system. This cannot be undone, so make sure you do not perform this action unless absolutely sure. Initialization helps ensure the removal of your privacy information after you are done with the system. In order to “Initialize” the PS, first go to “Settings,” then “Initialization” as seen to the right, highlighted in red. Next, select “Initialize” as illustrated on the bottom right, highlighted in red. Finally, click “Full,” as depicted on the bottom right graphic, highlighted in red. Selecting “Full” completely initializes the system. If the “Quick” feature is selected, the system will not be completely restored to its default settings - some data will still remain on the PS. Be sure you are doing a “Full” initialization.



PLAY STATION

Potential System Compromise

Do you think your account may have been compromised or hacked? Have you noticed any of the following:

- Unexpected charges from financial institutions tied to your PlayStation accounts.
- Primary email and password have been changed without your authorization.
- Other account behaviors you didn't perform or approve (like following, unfollowing, blocking, etc.)
- Primary console changed to another device without your consent.
- Receive a special character in a private message, immediately followed by the system crashing or frequent glitches.

If you said “Yes” to any of the above, it is recommended you take the following actions:

- Change your password immediately and use a stronger, more complex password.
- Enable two-factor verification.
- Notify the financial institutions about fraudulent purchases resulting from the hack.
- Set your “Messages” privacy setting to “Private” and adjust other privacy settings as well.
- Restrict who has access to create new accounts and logins.
- Contact PlayStation Support or the Sony Customer Service line immediately.

If you need to report **Spam/Fake Accounts/Harassment**: Contact the PlayStation Support Site at 1-800-345-7669 or the Sony Customer Service Line.

You can also report that your account has been hacked by going to <https://www.playstation.com/en-us/support>.

If you have additional questions about responding to system compromise, contact <https://twitter.com/AskPlayStation>.

Important Message on PlayStation: you are responsible for all activities on your PlayStation Network, so it's very important you do your best to ensure you are the only person using it.

The PlayStation System is an entertainment system that enables users to enjoy multiplayer online gaming, stream live TV, provides a social and messaging network for friends to connect, allows for video streaming services such as Netflix, Amazon Video, Hulu, YouTube, HBO Now, NBA TV, and more. Each application has its own privacy concerns and is susceptible to being breached or hacked.

Sony/PlayStation Users recently received a notification like the one on the lower right here. This notification is to let users know that there has been a change in their policy, and they are now allowing users to record party conversations. This does not mean however, according to Sony, that Sony or PlayStation themselves are recording your conversation. These recordings must be initiated by an individual in the “Party” and then submitted for possible violations to Sony. This feature is also only available to PS5 users but can be used in parties where PS4 users are also in attendance.

About Party Safety

We want PlayStation Network to be fun for everyone, which is why we have a Community Code of Conduct.

Please be aware that voice chats in parties may be recorded and sent to us by other users. By participating in voice chats, you agree to your voice being recorded.

When behaviors that violate the Community Code of Conduct are reported, PlayStation Safety will review the reports to check if there have been genuine violations.

These recordings will be used only for safety and moderation purposes by PlayStation Safety.

TRAVELING WITH SMARTPHONES

- **Do** enable password and fingerprint locks on your device. Also, protect “Settings” changes on your phone by requiring a password.
- **Do** assume that all information on your device can be accessed remotely. Don’t store passwords and sensitive information on your phone.
- **Do** always use complex passwords. The stronger and longer the password, the more difficult it will be for someone to hack into your phone.
- **Do** delete emails that are old or no longer needed prior to travel. Remember that emails contain a lot of personal information. Think about what a hacker might gain if they were able to access your email.
- **Don’t** become complacent upon returning from your travels. Examine your smartphone as soon as you return home. If it is acting up or repeatedly making you put your password in, there may be malware on your device. In that case, you may want to take it in or consider getting a new device.
- **Don’t** link apps and social media accounts together (e.g., using one SM account to login to another). Remember, if someone hacks into one of your accounts, it is better if they only get access to that one. Linking accounts together makes all of them vulnerable.
- **Don’t** leave GPS, Bluetooth, and wifi turned on when traveling. Leaving any of these on could allow a hacker to connect to your phone if able to get within a certain distance from you.

Wifi Safety Tip


Avoid Public wifi at all costs as hackers will often name a network the same thing as the hotel or other public network. Hackers in Europe have been caught making Public wifi networks to resemble public network names. Do not assume all networks are secure. Just because it says the name of a company does not mean it is a legitimate network. Check with the company to be sure. Also, be sure to turn your wifi off when you are not using it in order to prevent remote tracking or hacking of your phone.

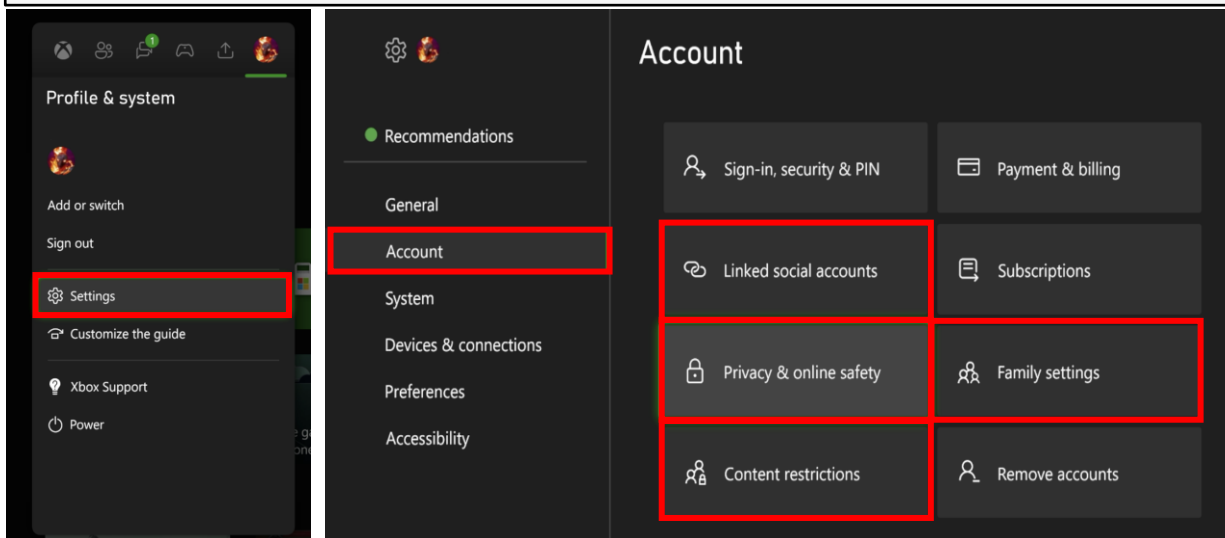
Precautionary Tips

- Be aware that your phone may be forensically scanned when entering a foreign country.
- Set your phone to lock automatically and ensure you have a complex password or fingerprint enabled while traveling. This will help limit an intruder’s ability to break into your phone if you happen to misplace it.
- Consider installing a VPN to ensure more secure online activity.
- Turn off wifi and Bluetooth when traveling. Only turn on these capabilities when absolutely necessary, then turn them off when done.
- Purchase SIM cards for international travel in the U.S. prior to departure. This will ensure not only your security, but functionality with your device. If you decide to use a SIM card, make sure to turn off “Auto Sync” to conserve your battery and data plan.
- Make sure all software is updated on your phone, as this will ensure the most up to date security patches are installed on your device.
- Make sure to backup all your data before traveling so that if your phone or data is lost, you can easily restore the information and won’t be without important contacts and travel information.
- When feasible, it is recommended to purchase a pay-as-you-go phone for travel, especially for travel overseas. This is probably the single best way to prevent your personal information from getting into the wrong hands should you lose the phone.
- Make sure to use your own charger and cables. Try not to purchase them from your destination if possible.

- **Do** use caution when sharing Gameplay when messages, video, audio, and personal data may be available to other users participating in your game experience.
- **Do** select “Friends Only” for all available settings options. Ensure family members take similar precautions with their accounts. Their privacy and share settings can expose your personal data.
- **Do** use parental controls to restrict access to questionable content and features for children using the Xbox.
- **Don't** forget to update your Xbox system to the latest version of the system software.
- **Don't** use pictures of yourself for your profile photos. Instead, use avatars or photos of something else. Profile photos are potentially viewable to other users and the public depending on your privacy settings.
- **Don't** discard or transfer ownership of your Xbox without setting it back to factory mode and erasing the system data.
- **Don't** establish connections with individuals you do not know and trust. Understand that not everyone is who they say they are.

Settings

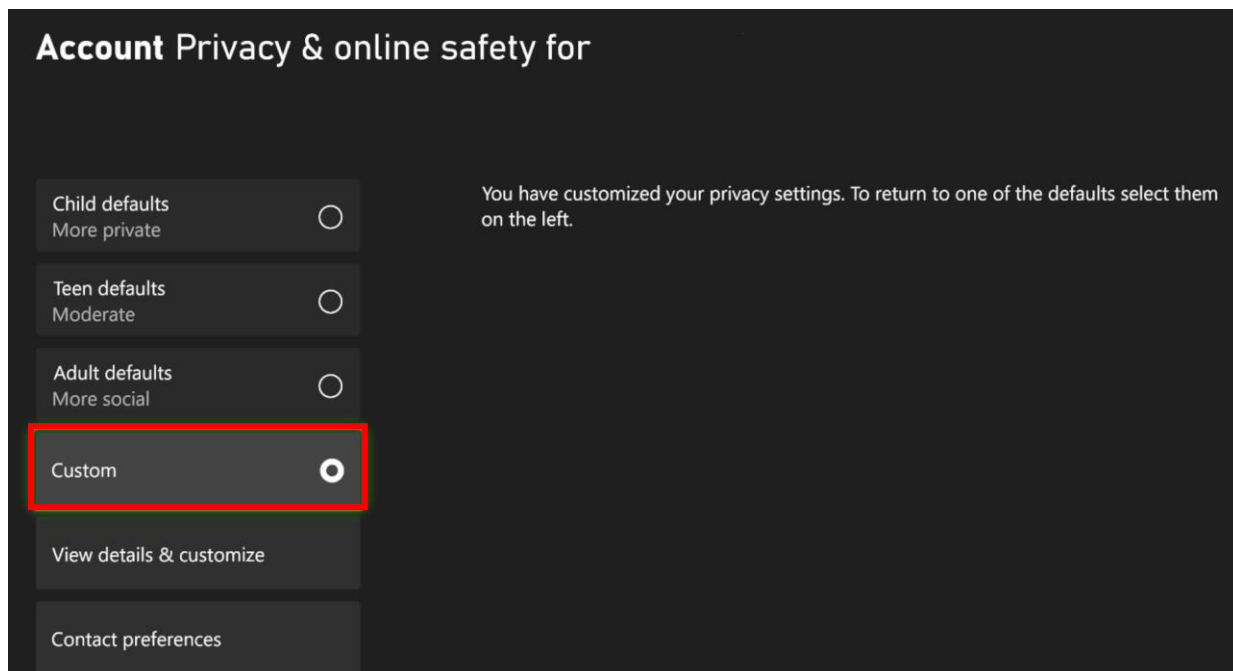
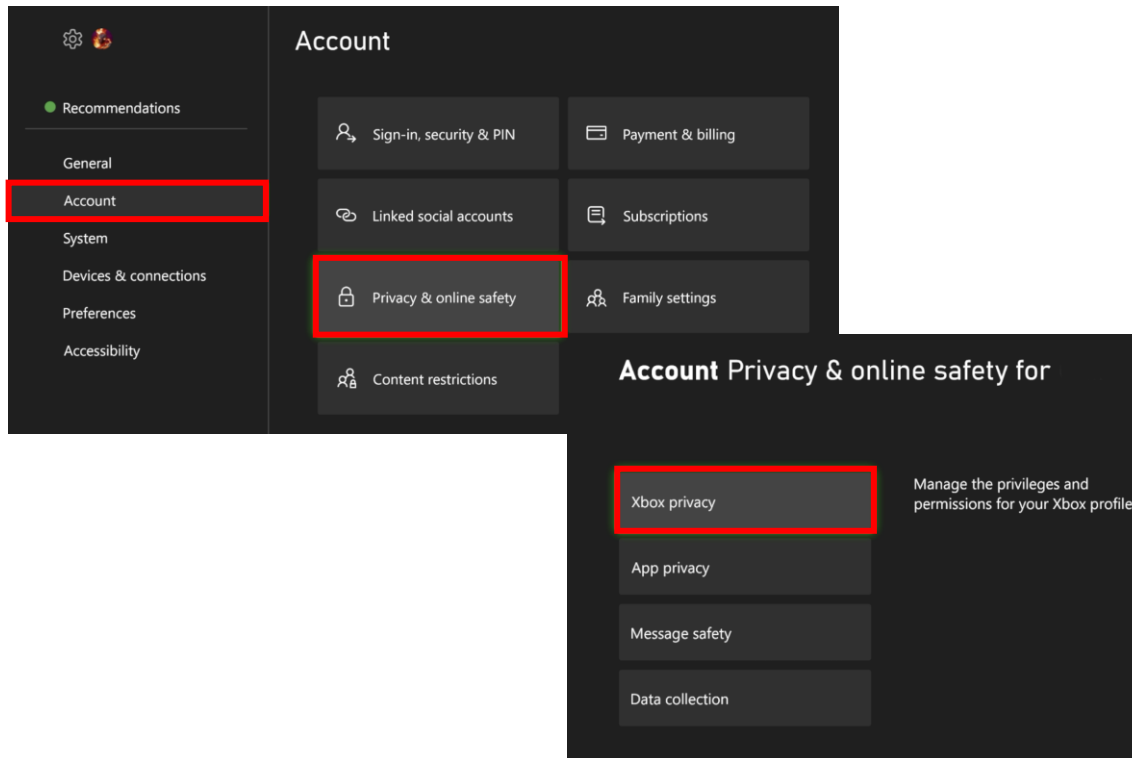
To start, open up your settings menu by double-tapping the  button, then use the right bumper to move to the “Profile & System” Tab. Use the left stick and move down to the gear icon/Settings and Press A. Then use the left stick to move the “Account” tab to access your settings. Select the “Linked social accounts,” “Privacy & online safety,” “Family settings,” or Content restrictions” to make changes to your settings.



Xbox is a video gaming brand created and owned by Microsoft. The brand consists of five video game consoles, as well as applications (games), streaming services, an online service by the name of Xbox network, and the development arm by the name of Xbox Game Studios.

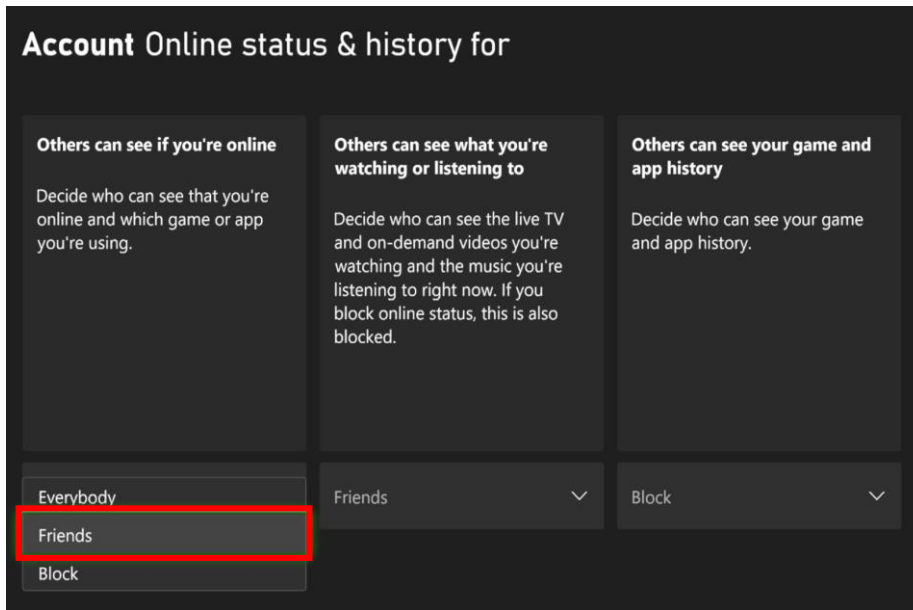
Privacy & online safety

Once you navigate to the “Xbox Privacy” screen, you can choose between four options; “Child defaults,” “Teen defaults,” “Adult defaults,” and “Custom.” If you choose “Custom,” you will need to change several settings outlined in the next few pages of this document.

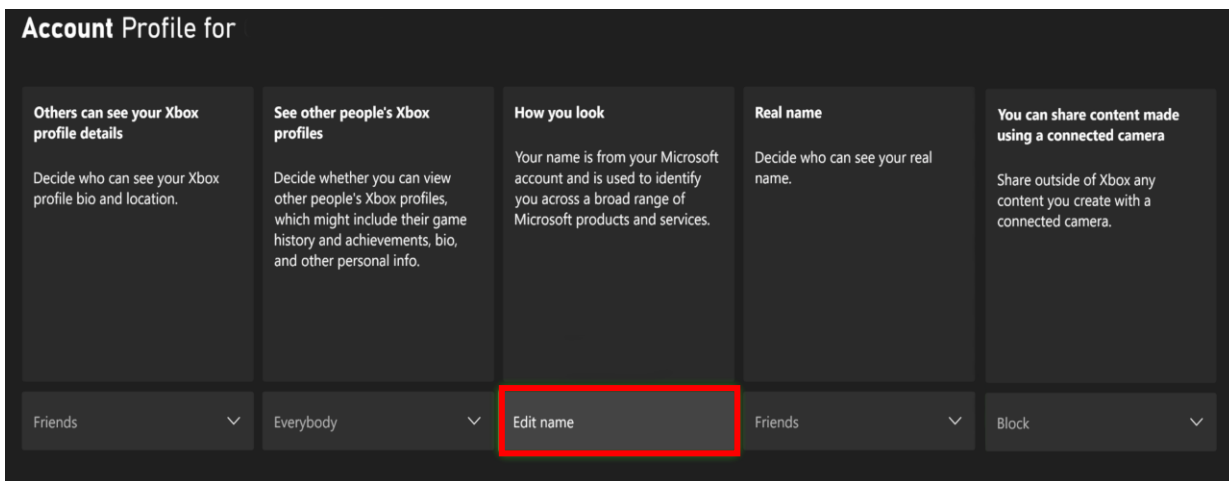


Xbox Privacy

If you decided to customize your settings vs choosing the default options there are several sub-options to review. The first is the “Online Status & History” where you can change how others see you online. You have the option to choose “Everybody,” “Friends,” or “Block.”



The second is the account “profile” where you can change additionally information about your profile and who can see it.



Xbox Privacy

More options are the account “Friends & Club,” “Communication and Multiplayer” and “Gaming Content” settings. Read each section and decide to select “Allow” or “Block;” “Everyone,” “Friends,” or “Block” based upon the dropdown menu options.

Account Friends & clubs for

You can add friends You can add friends on Xbox.	Others can see your friends list Decide who can see your friends list.	You can create and join clubs Create, join, and follow clubs.	Others can see your club memberships Decide who can see your public and private club memberships on your profile. Hidden memberships will only be visible to you.
Allow	Friends	Allow	Everybody

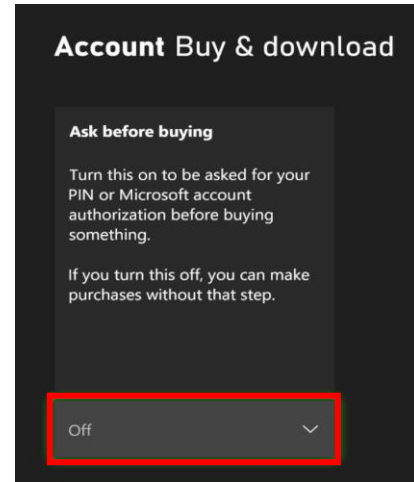
Account Communication & multiplayer for

You can join multiplayer games Play games with others in Xbox multiplayer. This does not enable communication.	You can join cross-network play Decide whether to allow or block multiplayer gaming with players on other gaming services outside of Xbox.	Others can communicate with voice, text, or invites Decide who on Xbox to communicate with using voice and text, and who sends you invitations to parties, games, or clubs.	You can communicate outside of Xbox with voice & text Decide whether to communicate using voice & text with people on gaming services outside of Xbox, such as PC and PlayStation.	Others can see your activity feed Decide who can see what you post to your activity feed.
Allow	Allow	Friends	In-game friends	Everybody

Account Game content for

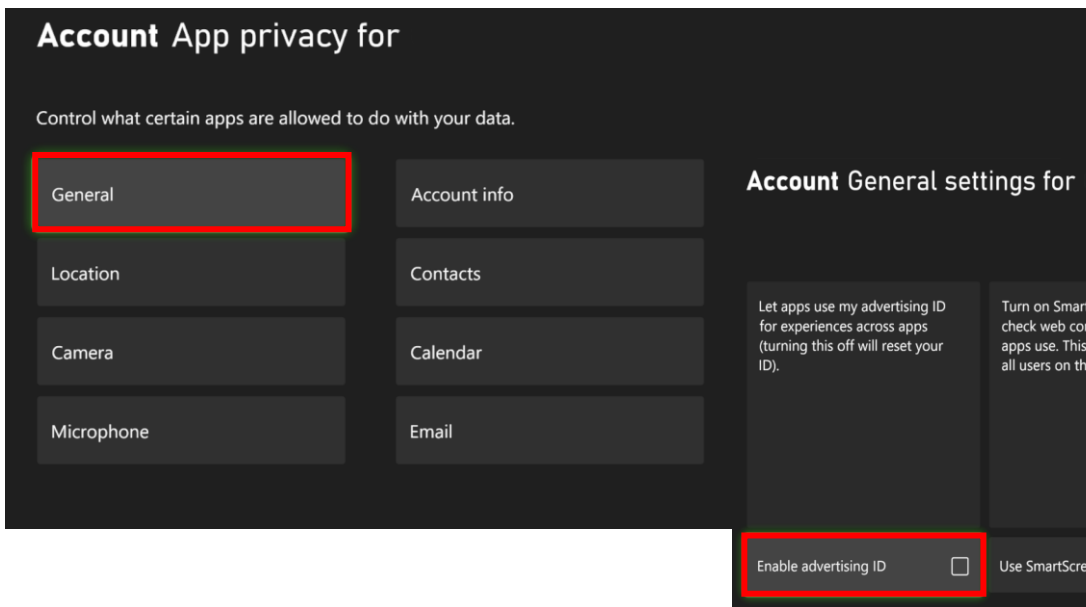
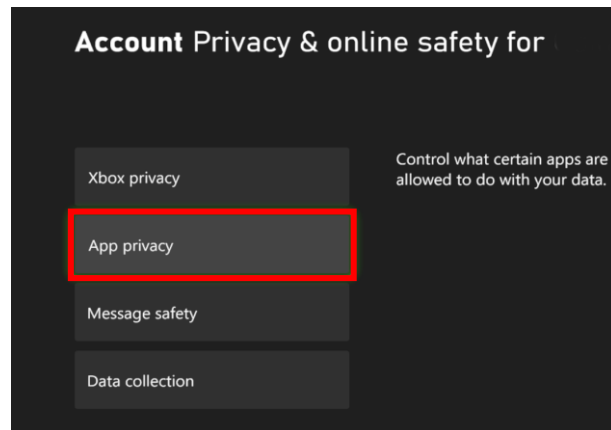
You can upload captures to Xbox Upload game clips & screenshots to Xbox.	Others can see your captures on Xbox Decide who can see game clips and screenshots you make and upload.	You can see and upload community creations Decide whose community creations you want to see. Blocking this may affect whether you can upload your own creations to games.	Live stream gameplay Choose whether to enable live streaming of your game.	You can share content made using a connected camera Share outside of Xbox any content you create with a connected camera.
Allow	Friends	Everybody	Allow	Block

The final selections are “Sharing outside of Xbox” or “Buying & Downloads” Read each section and decide to select “Allow” or “Block,” based upon the dropdown menu options.



App Privacy

Once you navigate to the “App privacy,” you can modify eight different privacy settings. Review each setting and determine if you want to enable it or not. Each are enabled with the “Check” of the box.



App Privacy

Review each setting and determine if you want to enable it or not. To enable "Check" the box.

Account Location
Turn Location on or off for all apps
Some apps need location — turning it off might affect what they can do.
Location on

Account Camera
Turn Camera on or off for all apps
Some apps need the camera — turning it off might affect what they can do.
You need Kinect or another camera plugged in and turned on for apps to use it.
Camera on

Account Microphone
Turn Microphone on or off for all apps
Some apps need a microphone — turning it off might affect what they can do. You need a headset or Kinect to use the microphone.
Microphone on

Account Account info
Turn Account info on or off for all apps
Control if apps can access some of your Microsoft account info like your name and picture. This doesn't include your gamertag or gamerpic.
Account info on

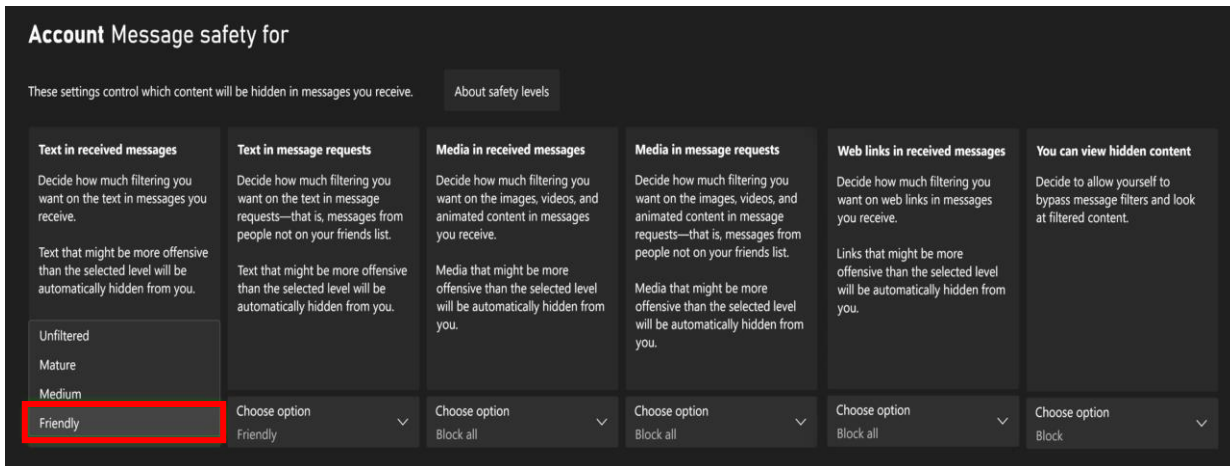
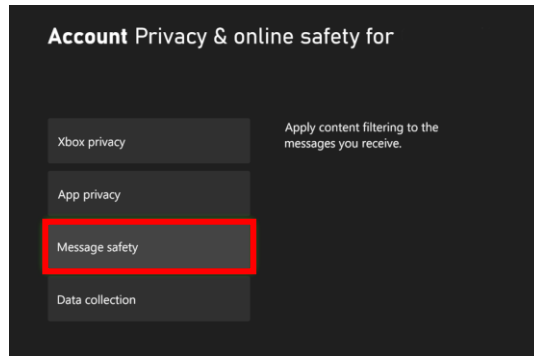
Account Contacts
Turn Contacts on or off for all apps
Some apps need access to contacts — turning it off might affect what they can do. This doesn't include your Xbox friends.
Contacts on

Account Calendar
Turn Calendar on or off for all apps
Some apps need access to calendar — turning it off might affect what they can do.
Calendar on

Account Email
Turn Email on or off for all apps
Some apps need access to email — turning it off might affect what they can do.
Email on

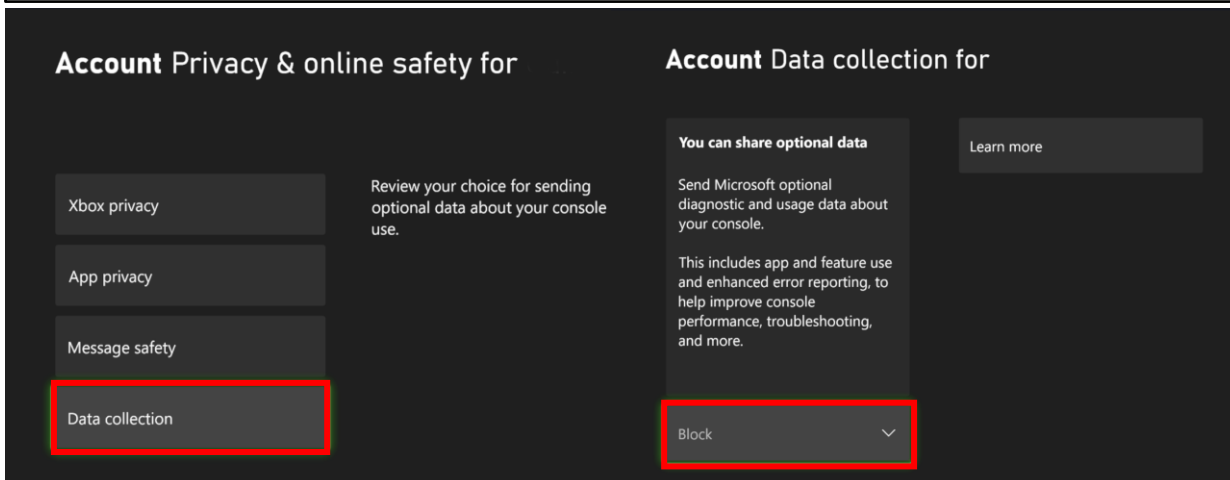
Message Safety

Once you navigate to the “Privacy & online safety” screen, you can choose between four options; Xbox Privacy, App Privacy, Message Safety, & Data Collection. Select “Message Safety” and “Select” the safety level of preference.



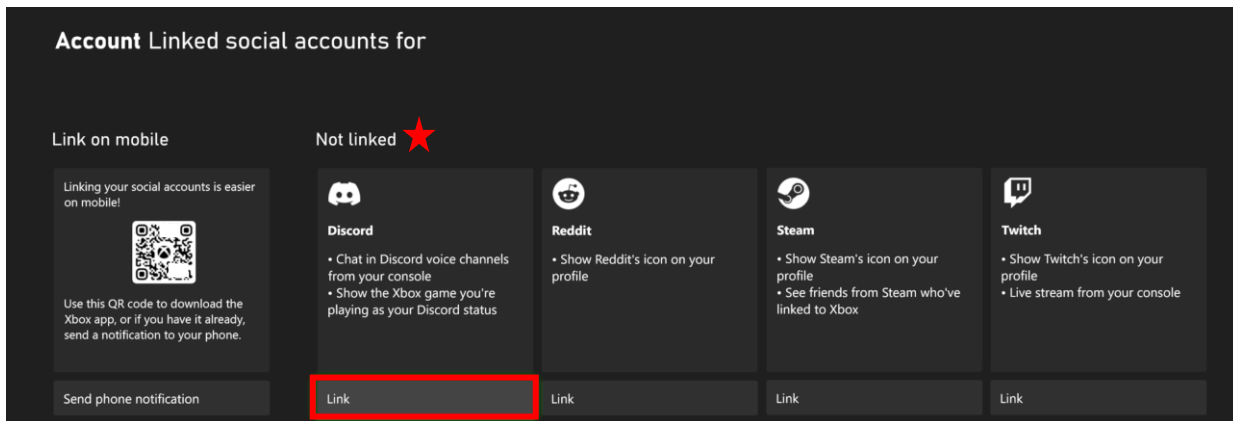
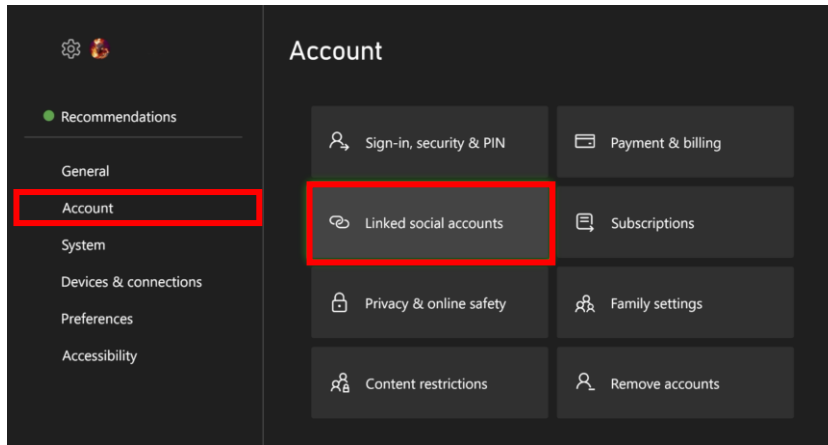
Data Collection

Once you navigate to the “Privacy & online safety” screen, you can choose between four options; Xbox Privacy, App Privacy, Message Safety, & Data Collection. Select “Data Collection” and “Block” the sharing of optional data.



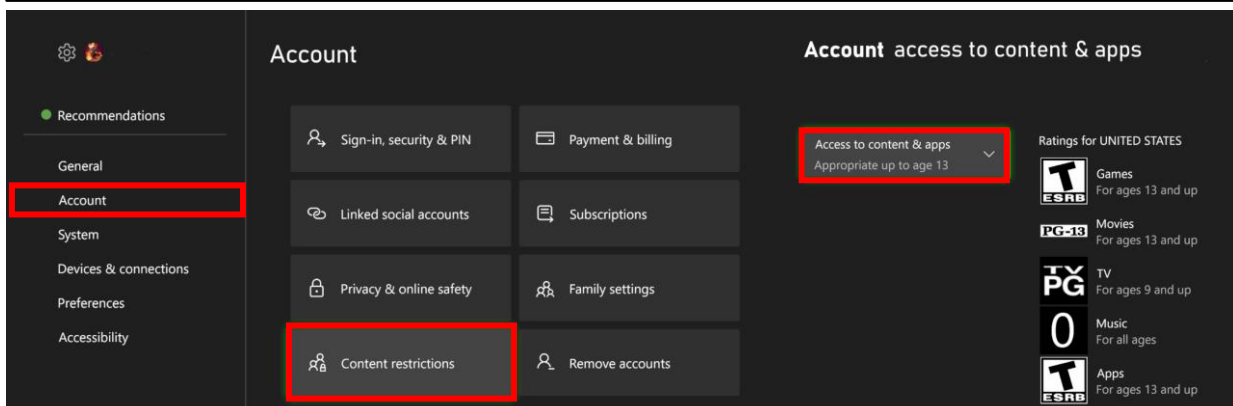
Linked Social Accounts

Once you navigate to the “Account” screen, then into the “Linked social accounts” you can view if there are any linking accounts with “Discord,” “Reddit,” “Steam,” or “Twitch.” It is possible to de-link the accounts under each separate social media program.



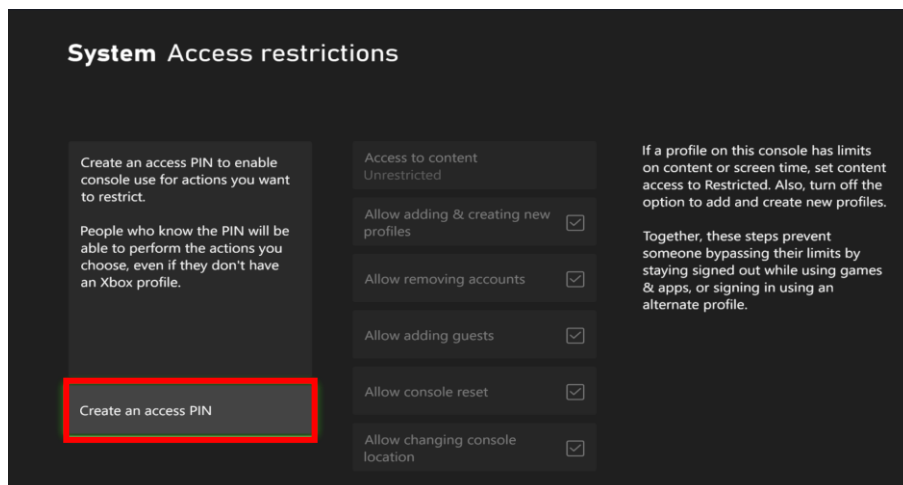
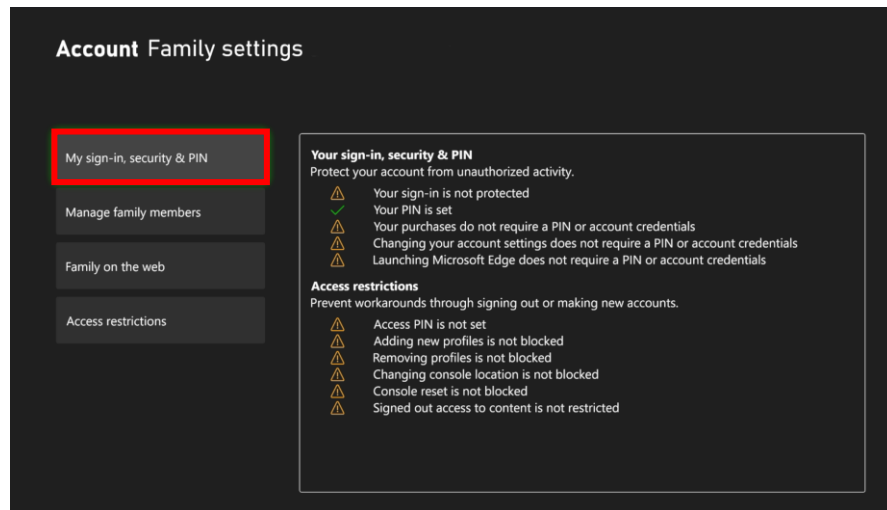
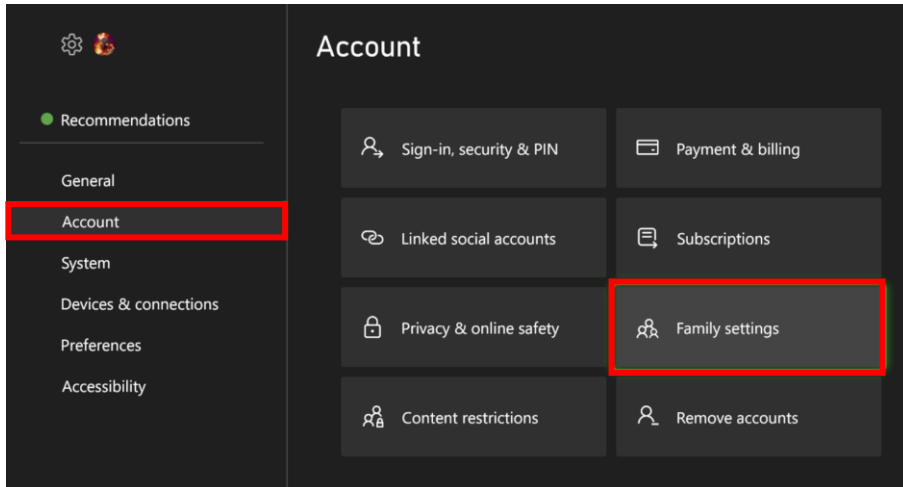
Content Restrictions

Once you navigate to the “Account” screen, then into the “Content restrictions” you can choose the appropriate age setting. There are seventeen different settings to choose from “Unrestricted to Age three appropriate.”



Family Setting

Once you navigate to the “Account” screen, then into the “Family Setting” you can create system access restrictions. With this turned on it will limit content, screen time, and the ability to create new profiles.



CHILD SAFETY ONLINE

- **Do** only connect with gamers and online profiles of people you know and trust. Review connections often.
- **Do** assume ALL information and images you share are publicly viewable regardless of your settings.
- **Do** use a photo of something other than yourself for your profile picture.
- **Do** tell kids to let parents or responsible adults know about anything that makes them uncomfortable online.
- **Don't** use location services.
- **Don't** add your birthdate, location, phone number, or other personal details to online profiles.
- **Don't** forget your children have online privacy rights as well. If you are unsure what those rights or laws are, you can find them here:
<https://www.ftc.gov/consumerprotection/childrens-privacy>

Stats and Resources

- An April 2015 Pew Research Center study revealed that 92% of teens report going online daily – including 24% who say they go online “almost constantly.” A separate study showed that nearly 40% of 3–4-year-olds and two thirds of 5–7-year-olds go online.
- Cyber-bullying, malware, and child predators are a few dangers that make the Internet an unsafe environment for unsuspecting children. In 2012, the FBI launched Safe Online Surfing (SOS), a challenging but fun and informative game that educates children about online safety. See more at <https://www.fbi.gov/fbi-kids>.
- In half of all sex crimes against a minor involving a social networking site, the social networking site was used to initiate the relationship. 55% of teens have given out personal information to someone they don't know, including photos and physical descriptions. For more info, see here: <https://www.guardchild.com/social-media-statistics-2>.
- 67% of teenagers say they know how to hide from their parents what they do online. 43% of teens say they would change their online behavior if they knew that their parents were watching them.

Parental Controls

One of the best ways to help protect your child online is to monitor what applications they are using.

For iOS users, it is recommended that parents keep the Apple ID password and not provide it to the child using the device. Also, make sure that the iPhone requires the Apple ID password before any downloads can take place.

This can be done on Android devices, as well.

CHILD SAFETY ONLINE

Security Applications

A variety of paid software packages are available for monitoring your child's online activities. The following packages are effective tools for monitoring or preventing access to content.

Blocksi Web Filter

Blocksi Web Filter is a web filter and parental control extension for Google Chrome. It can be configured to protect your family from inappropriate content on the Internet.



Microsoft Family Safety



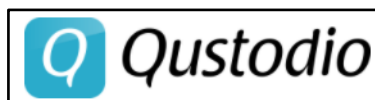
Microsoft Family is a free service that helps families stay connected and keeps kids safer on Windows 10 and Xbox One devices, along with Android devices running Microsoft Launcher. You'll find settings like activity reporting, screen time limits, location sharing, and content restrictions at account.microsoft.com/family.

Net Nanny

Net Nanny Social lets you keep track of your children on social media sites including Facebook, Twitter, Google+, Instagram, Pinterest, and LinkedIn. The following features are included: detection of any new accounts created, the ability to identify cyberbullying, cyber-stalking or grooming, access to view photos and videos the child has published, alert notifications, and daily/weekly reports.



Qustodio



Qustodio offers both free and premium parental control apps consisting of simple tools to manage kids' screen time, filter content, and monitor or block apps kids use. The premium features included are as follows: SMS message and call tracking, location tracking and panic button, the ability to view social media activity on sites such as Facebook, Twitter, Instagram, and WhatsApp, a pornography blocker, multi-device time limit controls, game and app download control, and a browser-independent content filter that handles HTTPS traffic.

CHILD SAFETY ONLINE

My Mobile Watchdog

My Mobile Watchdog is a parental control app that includes everything you need to monitor your child's phone activity. Features include web filtering, time restrictions, app blocking, real-time alerts when a stranger calls the child's phone, location tracking (up to 99 locations) to know exactly where your child is at any time, and daily watch summaries! A daily breakdown of your child's activity is conveniently packaged and emailed to you.



Norton Family Premier

Norton Family Premier supports Windows, Android, and iOS devices (no MAC support). It includes web supervision that allows warnings, blocking, or monitoring of sites based on your own site category choices, video tracking, SMS contacts control on Android, email alerts, online time limits, an Activity Tracker to view device internet history, and location tracking.

YouTube

This app deserves another look because its YouTube Kids service has just pushed a parent-approved content control that lets parents select every video and channel available to their child(ren). It is available on Android and iOS as of this writing.

On Android: Open "Settings" and scroll down to the bottom just past your child's (or your) profile. Select "approved content only" or "Restricted Mode On."

On iPhone: Open "Settings," then "General" and toggle "Restricted Mode" to On.

Next, you may want to also lock "Restricted Mode" on your browser. "Restricted Mode" lock prevents others from changing the settings on that browser.



Additional Sources

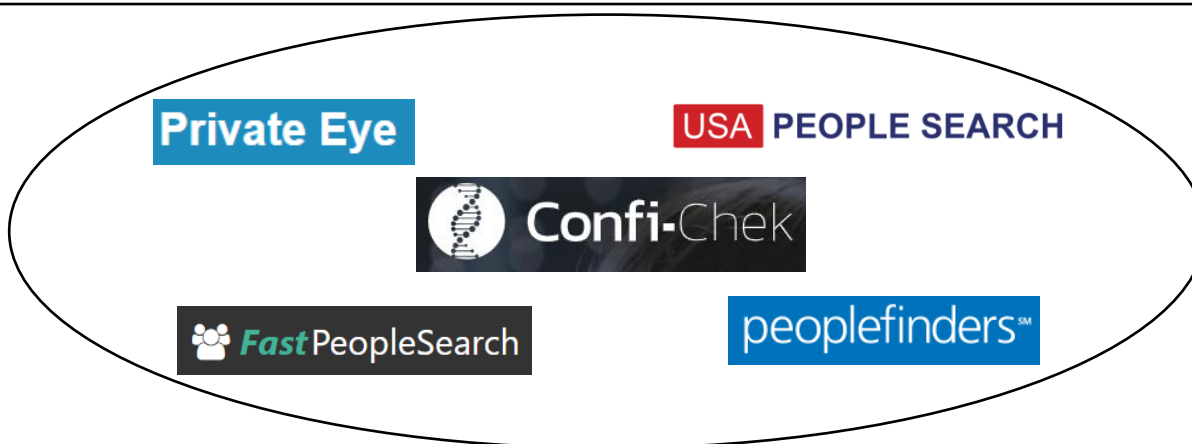
Disney+ parental controls information can be found here:
https://help.disneyplus.com/csp?id=csp_article_content&sys_kb_id=36628f4bdbd66c50055cea4c13961909

Setting up router controls for your kids: <https://kb.netgear.com/25687/How-do-I-set-up-Live-ParentalControls-on-my-NETGEAR-router-using-the-genie-desktop-app>.

Google has its own Safety Center to help ensure your kids remain safe here:
www.google.com/safetycenter/families/start.

DATA AGGREGATOR OPT-OUT

- **Do** conduct research on what records data aggregators have collected about you.
- **Do** research on information that data aggregators have about your family under multiple listings; you may need to repeat the removal process described below for each listing.
- **Do** follow ALL necessary steps to complete the removal process; you may need to mail or fax information to the aggregator.
- **Do** understand that incorrect information may be a good thing and that it might not be necessary to “fix.”
- **Don't** think removing your information from data aggregators will suppress everything. Information about family members may still contain information about you.
- **Don't** think you have to delete all your information on these sites. Some information on data aggregator sites is normal.
- **Don't** remove information on other family members. If there is information that you believe is harmful to you, contact your family member and help them to go through the removal process.



Individual Data Aggregator Removal Links

PrivateEye, Veromi, People Finders, PublicRecordsNow, and USAPeopleSearch are all owned by the same parent company, Confi-Chek.com. You must opt out of each individually. See links below:

Opt out of PrivateEye by completing the form at:
<https://www.privateeye.com/static/view/optout>

Opt out of FastPeopleSearch by completing the steps at:
<https://www.fastpeoplesearch.com/removal>

Opt out of People Finders and PublicRecordsNow by visiting:
<https://peoplefinders.com/manage>

Opt out of USAPeopleSearch by visiting:
<https://usa-people-search.com/manage>

Most opt-out forms/instructions are located at the bottom of each data aggregator site. Look for either the “Do Not Sell My Personal Information” or the “Privacy Policy” links to begin the removal process.

DATA AGGREGATOR OPT-OUT

Radaris

To opt out of Radaris, follow the instructions at:
<https://radaris.com/control/privacy>



PeopleConnect and Intelius

Peopleconnect, Inc. provides online social network services. The company offers basic people search, list management, criminal records, employee screening, human resources background checks, and identity theft protection services. Peopleconnect serves customers in the United States and owns Intelius, Truthfinder, Instant Checkmate, and US Search. Most opt-out links on these sites will redirect you to the Intelius Opt-Out Form located here:
<https://www.intelius.com/opt-out/submit>. However, TruthFinder's Opt-Out Form is located here:
<https://www.truthfinder.com/opt-out>.



Family Tree

Family Tree Now allows you to opt-out at:
<https://www.familytreenow.com/optout>. The entire process takes place in three easy steps:

1. Find and select the record you want deleted
2. Verify it is your record
3. Click "Opt-out."

This completes the process.



It is important to note that if you found your Family Tree Now record on a search engine like Google, Family Tree Now has a process for its removal, which can also be found using the link above where you will find additional information under "Notes."

DATA AGGREGATOR OPT-OUT

TruePeopleSearch

To opt out of TruePeopleSearch simply go to: <https://www.truepeoplesearch.com/removal> and follow the three-step process.



WhitePages



To opt out of Whitepages, search for your information using your first name, last name, city, and state. Once you have located your record copy the URL and paste it here: https://www.whitepages.com/suppression_requests. Next, follow the steps to complete the removal process. A phone call from WhitePages (computer generated) is required to complete the process.

MyLife

To opt out go to: <https://www.mylife.com/ccpa/index.pubview>. You can also call MyLife at 888-704-1900. Press 2 to speak to an operator. Tell the representative that you want your listing removed and provide the information you want deleted. A second option is to request opt out via email at: privacy@mylife.com. Be sure to specifically request your information is removed from Wink.com as well as MyLife.com.



PeekYou

To opt out of PeekYou, fill out the form at: <http://www.peakyou.com/about/contact/optout/index.php>.

- Select "Remove my entire listing" under "Actions."
- Paste the numbers at the end of your profile's URL in the "UniqueID" field.
- Fill in the CAPTCHA, and you're all set.

You'll get an immediate email confirming you've sent an opt out form and a second email in a few days or weeks to tell you that it has been deleted.



DATA AGGREGATOR OPT-OUT

Google Properties

To opt-out on Google, go to “Managing properties and users on Search Console,” then go to “Property and user settings,” Click “Opt out of display on Google Local and other Google properties.” From here you can click “View or change your opt-out setting in Search Console.” Once there, you can “Select a property” to opt-out of. Here you can enter the “Domain” or “URL Prefix.” You can also just use the link “https://www.google.com/webmasters/tools/opt-out” to get there directly.

Managing properties and users on Search Console > Property and user settings > Opt out of display on Google Local and other Google properties

Managing properties and users on Search Console

- Add a website property
- Remove a property
- Verify your site ownership
- Managing owners, users, and permissions
- Property and user settings**
- I don't recognize this new owner

Property and user settings

- | | |
|---|--|
| Property Settings | User Settings |
| Property Settings page | Email Preferences page |
| Change of Address Tool | Search Console in Search Results |
| Press publication setting | |
| Duplex on the Web | |
| Association | |
| International Targeting report | |
| Change Googlebot crawl rate | |
| Crawl Stats report | |
| Opt out of display on Google Local and other Google properties | |

Opt out of display on Google Local and other Google properties

You can opt out of having content that Google has crawled from your site displayed on various Google properties:

- Google Shopping
- Google Flights
- Google Hotels and vacation rentals
- Google Local (specialized search results pages that trigger in response to a local query)

If you choose the opt-out option, content from your site that has been crawled by Googlebot will not be displayed on any of the properties listed above. Content currently being displayed on any of these properties will be removed within 30 days of opting out.

The opt-out option applies on a domain name basis. For instance, you may designate `example.com` to subject all content on that domain name to the opt out. If you own additional domains (like `example.org` or `example2.com`), including domains that may serve content to an opted out domain, you must opt them out separately for the opt-out to apply to the content on each of those separate domains. You may not designate only individual sub-domains (such as `sub.example.com`) or individual directories within a domain (such as `example.com/sub`).

Note that for Google Local, this opt-out option applies globally. For the remaining covered properties, this opt-out option applies only to services hosted on the `google.com` domain.

[View or change your opt-out setting in Search Console](#)

Opt out from certain Google properties

The opt-out applies on a domain name basis. For instance, a website owner may designate `example.com` to subject all content on that domain name to the opt out. If you own additional domains (like `example.org` or `example2.com`), including domains that may serve content to an opted out domain, you must opt them out separately for the opt-out to apply to the content on each of those separate domains. A website owner may not designate only individual sub-domains (such as `sub.example.com`) or individual directories within a domain (such as `example.com/sub`) for the opt-out.

Please select each domain you wish to opt out from the drop-down menu. If you do not see the domain you wish to opt-out you must first [verify ownership of the domain](#) in the Search Console.

You can opt out of having content from your site displayed in [certain Google properties](#). Within thirty days of opting out, content that Google has crawled from your site will be removed from [certain Google properties](#). [Learn more](#)

Select property

[+ Add property](#) [Show history](#) [Opt out](#)

Select property type

<p>Domain <small>NEW</small></p> <ul style="list-style-type: none">• All URLs across all subdomains (m, www, ...)• All URLs across https or http• Requires DNS verification <p>example.com Enter domain or subdomain</p> <p>CONTINUE</p>	or	<p>URL prefix</p> <ul style="list-style-type: none">• Only URLs under entered address• Only URLs under specified protocol• Allows multiple verification methods <p>https://www.example.com Enter URL</p> <p>CONTINUE</p>
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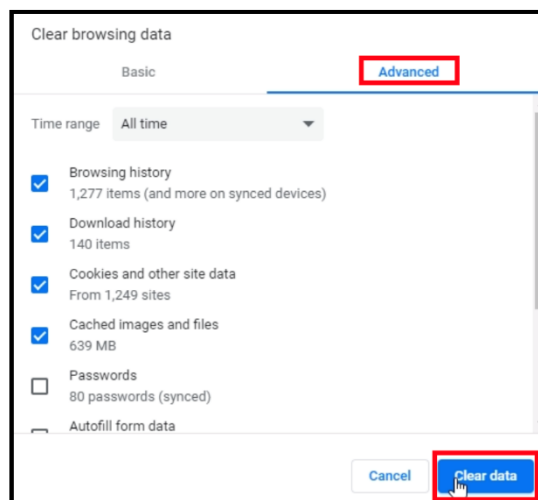
[LEARN MORE](#) [CANCEL](#)

DELETE BROWSER ARTIFACTS

Information such as browsing history, cache, and cookies are saved on your computer while you surf the Web. They are used in various ways to improve your browsing experience. These private data components, while resulting in conveniences such as faster load times and auto-populated fields, can be used by nefarious actors. Whether it be the password for your email account or your credit card number and address, much of the data left behind at the end of your browsing session could be dangerous in the wrong hands. In order to protect yourself, it is recommended you delete these artifacts on a regular basis.

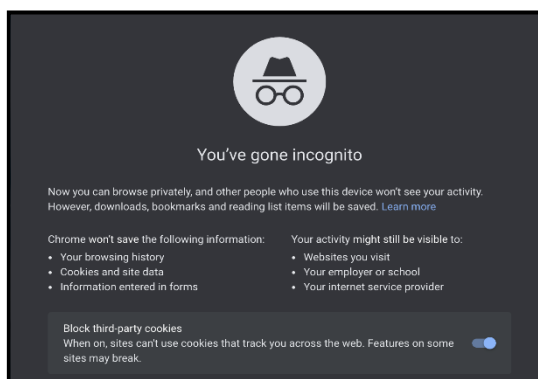
Delete Google Chrome Browser Artifacts

Click the menu icon in the upper right corner.
Click "History" or hold Ctrl-H.
Click "History" again on the menu on the upper left-hand side.
Click "Clear Browsing Data" or hold Ctrl-Shift-Delete.
Click the "Advanced" tab from the pop-up window.
Select the time range you desire.
Select the boxes next to the history you wish to remove and then select "Clear Data."
Exit all browser windows and restart browser.



Delete Google Chrome Browser Artifacts from Mobile Devices

Click the menu icon.
Click "Settings."
Select "Privacy and Security."
Select "Clear Browsing Data."
Select the boxes you wish to remove and then select "Clear Data."



Google Chrome Incognito Mode

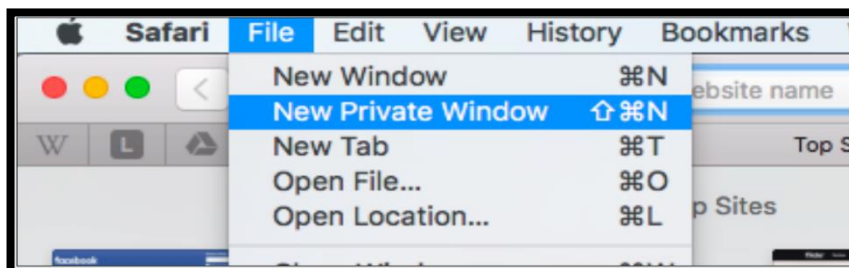
Chrome's Incognito mode will **not** save a record of sites visited or downloaded. Incognito is not available if you are using Windows 10's "Family Mode."
Click the menu icon at the upper right of the screen.
Select "New Incognito Window."
To use Incognito via the Chrome app on your iOS or Android device, follow the same steps as above.

Like Microsoft Edge's InPrivate Browser, Chrome's Incognito mode will require you to constantly type in your password for logins.

DELETE BROWSER ARTIFACTS

Safari Private Mode

Select "File" from the menu at the top of the screen.
Select "New Private Window" from the drop-down menu.

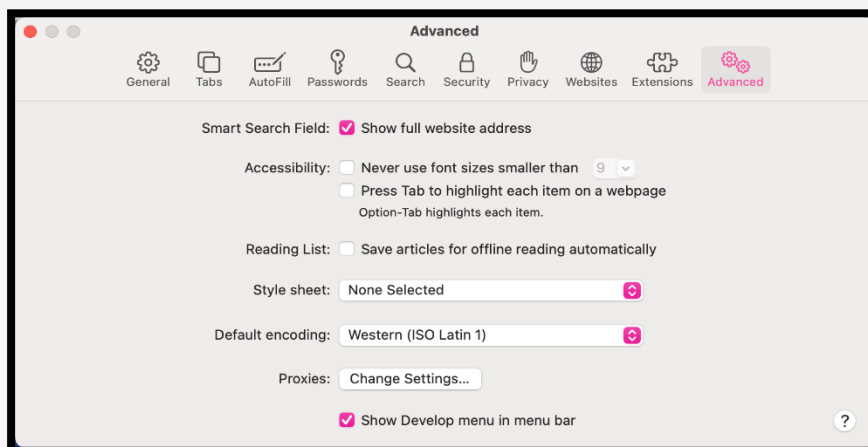


Delete Safari Browser Artifacts

Click the "Safari" menu icon in the upper left.
Click "Preferences."
Click the "Advanced" tab.
Select the box at the bottom titled "Show Develop menu in menu bar."
Click the "Develop" menu at the top of the screen, then click "Empty Caches."
Now click on the "History" menu at the top and select "Clear History." **This can also be done from the "Safari" menu.**
Right click on the "Safari" icon in the App Tray and select "quit" to restart the browser.

Delete Safari Browser Artifacts from Mobile Devices

Open your iOS "Settings" application.
Scroll down and tap "Safari."
Tap "Clear History and Website Data" in blue.
Exit all browser windows to restart the browser.

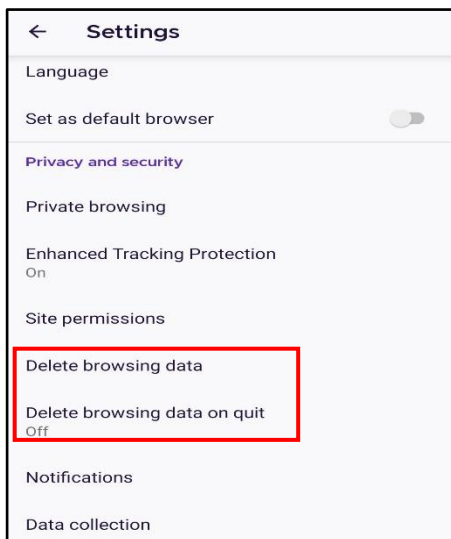
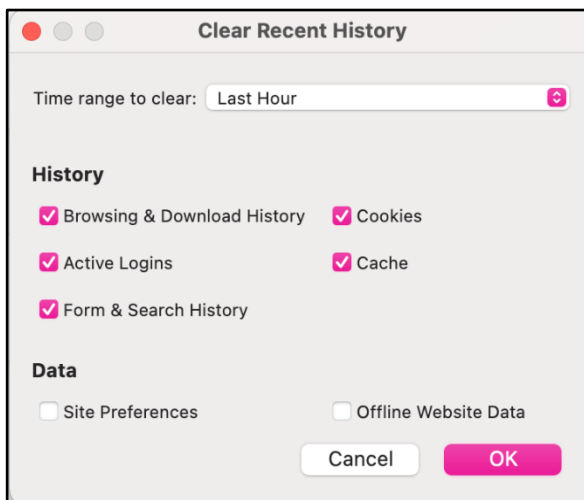


Safari automatically prevents cross-site tracking, and as a rule requests that sites and third-party content providers don't track you. Additionally, the privacy mode stops sites from modifying any information stored on your iOS device and deletes cookies when you close the associated tab.

DELETE BROWSER ARTIFACTS

Delete Firefox Browser Artifacts

Click on the menu at the upper right corner of the browser.
Select "History" from the drop-down menu.
Select "Clear Recent History" then select all boxes needing to be deleted.
Select "OK" then close all open pages and restart browser.
**This function can also be preformed by clicking on the menu icon on the top right. Selecting "Settings" then "Privacy & Security" and scrolling to "Cookies and Site Data." **

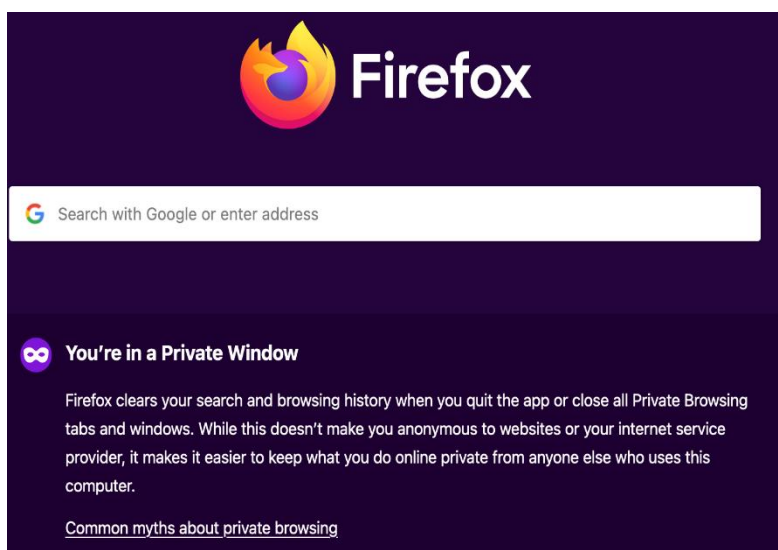


Delete Firefox Browser Artifacts from Mobile Devices

Select the menu icon on the lower right of the screen.
Scroll to find "Settings" and select it.
Scroll to "Privacy and security" and select "delete browsing data."
Select each box needing to be cleared then select "Delete browsing data."
It is recommended that you select "Delete browsing data on quit." To limit caching and collected cookies.

Firefox Private Mode

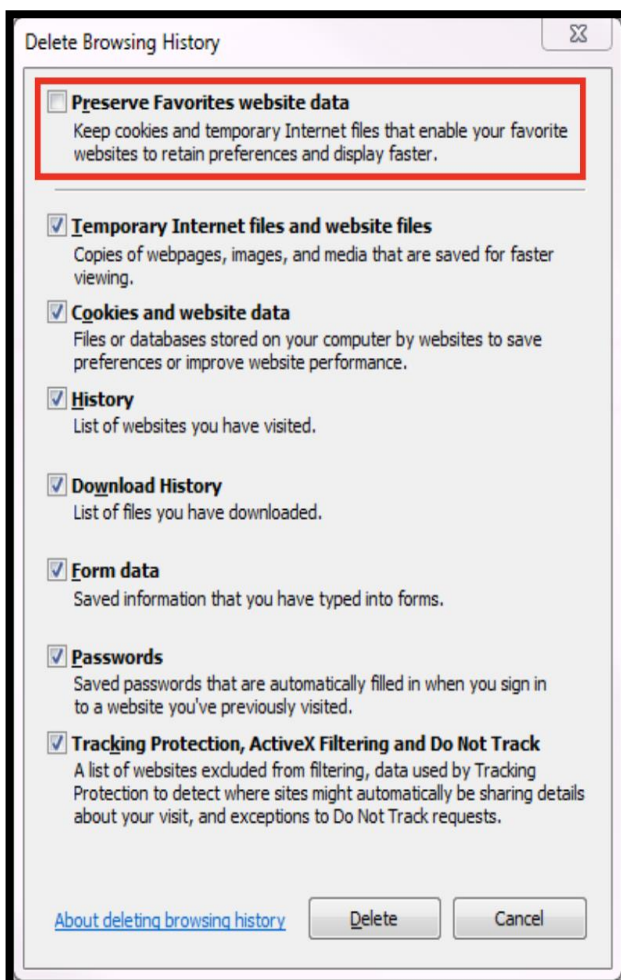
Select the menu button on the top right.
Click "New Private Window."
Alternatively, after opening Firefox you can use the shortcut "Ctrl-Shift-P."
In the mobile version select the "Mask" Icon in the upper right corner.



DELETE BROWSER ARTIFACTS

Delete Internet Explorer Browser Artifacts

Click the menu drop down from the upper right corner.
Click “Internet Options.”
Click on the “General” tab, locate “Browsing History.”
Click “Delete.”
Deselect “Preserve Favorites website data.”
Select the boxes next to the history needing to be cleared and select “Delete.”
Exit/quit all browser windows and re-open the browser.



Internet Explorer InPrivate Mode

Click the drop-down menu from the upper right corner. Select “Safety” then select “InPrivate Browsing.”

In March of 2017, Microsoft announced that Microsoft Edge would replace Internet Explorer as the default browser on its Windows 10 devices. As of February 2020, IE version 10 is no longer supported by Microsoft. If you are still using IE, be sure to upgrade to IE 11.

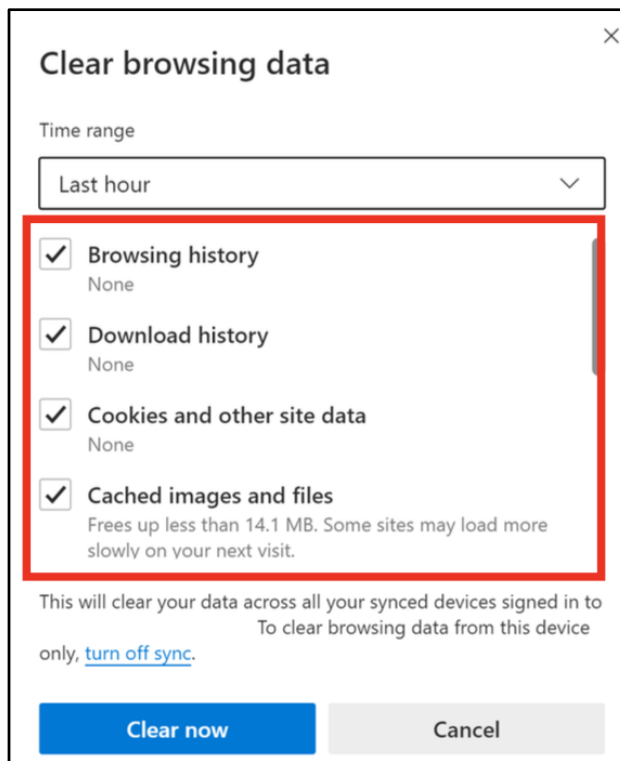
DELETE BROWSER ARTIFACTS

Delete Microsoft Edge Browser Artifacts

Click on the menu icon at the top right of the screen.
Select "History" then select the "History" menu at the top.
Click on "Clear Browsing Data" and select the boxes needing to be cleared. It is recommended that the "Tracking Prevention" be set to "Balanced."

Delete Microsoft Edge Browser Artifacts from Mobile Devices

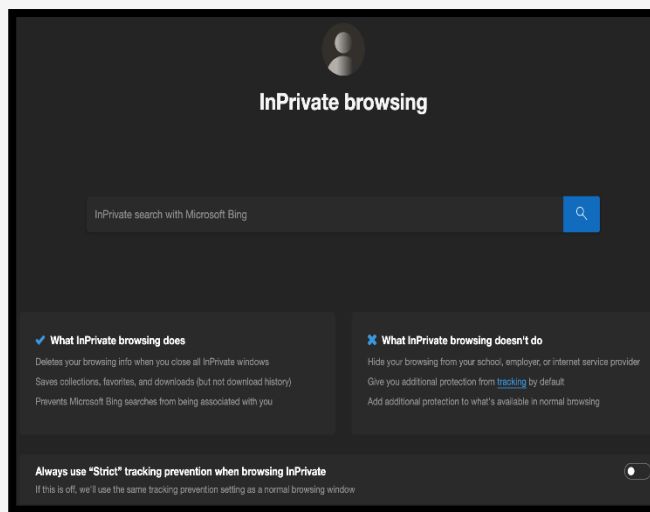
Select the menu from the middle of the lower screen.
Click on "History" then select the trash icon located on the upper right of the screen.
Select "Clear" then click "Advanced," and select all boxes needing to be cleared.
Select "Clear."



Microsoft Edge InPrivate Mode

Click the menu drop down from the upper right corner.
Select "New In Private Window."

On the mobile application select the menu from the lower middle of the screen and scroll down to find "New InPrivate Tab."



EXIF REMOVAL

- **Do** prevent your device(s) from capturing geo-location data when taking pictures. Remove EXIF metadata from images taken by smartphones or digital cameras.
- **Do** use privacy settings from the app to limit the audience to only yourself or close friends and family before uploading pictures.
- **Do** assume that anyone can see, copy, or forward photos that are posted online. Even with no EXIF data, the content of images may contain identifying information, including people and locations.

- **Don't** allow apps to automatically upload and share captured images (e.g. Instagram, Flickr.)
- **Don't** assume that device settings remain the same after updates or over time. Verify the settings frequently.
- **Don't** upload pictures with landmarks, easily identifiable structures, or signs indicating location.
- **Don't** give apps used for sharing photos permission to access your device's location or other information.

EXIF

Exchangeable Image File Format (EXIF) is a standard format for capturing, storing and exchanging image metadata. Metadata is the description and context of files that allows computers to organize, find, and display information about a file. For example, when a music app displays the artist, year, album, and song name of an mp3 being played, it's using the mp3's metadata. Images and videos also contain metadata that can show time, date, camera settings, copyright information, and location. Some social networks and photo-sharing sites, such as Flickr, Google+, and Dropbox, have features that display EXIF data alongside images. Facebook, Instagram, Twitter, and Reddit, do not share EXIF data publicly. EXIF metadata are listed as tags that store information that can be used to identify an individual. The chart below shows the tag categories, the metadata included in each category, and the potential security risks associated to each piece of metadata.

Tag Category	Important Tags	Security Implications
Geo-location	GPSLongitude, GPSLongitudeRef, GPSLatitude, GPSLatitudeRef, GPSTimeStamp, GPSTimeStamp, GPSAltitude, GPSAltitudeRef, GPSProcessingMethod	Ability to reveal the exact location of private places, such as homes or offices. Some photo sharing sites, including Google+ and Flickr publicly display image GPS coordinates on a map.
Timestamps	ModifyDate, DateTimeOriginal, CreateDate	Creates a log of behavioral patterns and personal timelines.
Camera	Make, Model, Serial Number	A unique serial number identifies the particular device for an image or set of images.
Authorship	Artist, Owner Name, Copyright	Links images with a name or organization.
Image Summary	ImageDescription, UniqueImageID, UserComment	Potentially reveals identifying information about the content of the images, such as captured persons or locations.

Prevent the Capture of Geolocation Data

iOS

If iOS location services are turned off, images captured with the native iPhone camera app will not contain geo-location EXIF data.

1. Select the "Settings" app. Click "Privacy" > "Location Services."
2. Turn off location services altogether or for the iPhone's camera applications.
3. Return to the "Settings" app. Click "Privacy" > "Photos."
4. Disable permissions for other apps to have access to the photos stored in the device's camera roll.

Android

Turning off location storage in the Android camera application prevents captured images from containing EXIF data.

1. Open the camera app and go to "Settings" by tapping the gear icon. This varies from phone to phone since there is no standard camera app on Android devices.
2. After that, scroll down until you see 'location tags' and touch the toggle switch to disable geotagging of photos. The wording may vary slightly between devices.

EXIF REMOVAL

Prevent the Capture of Geolocation Data Continued

- Taking a screenshot of a photo on a device running iOS or Android will create a new image containing no EXIF data. To take a screenshot on an iOS device, simultaneously press the lock and home buttons or Google how to take a screenshot on your specific Android.
- Even photos taken in airplane mode contain geo-location data. It is recommended to turn off location services/storage on your smartphone camera application, as shown on the previous page.
- Remember that uploading or sharing a lower quality image will still contain EXIF data. EXIF data and image quality have no correlation.
- It is important to not only lock down Apps such as Snapchat, Instagram, and Twitter (see corresponding Smartcard), but to also remove the metadata from them as best as possible.

EXIF Removal Apps and Programs

Reviewing & Removing EXIF Data for iOS

1. Download the free US-based “Photo Investigator” app from the App Store.
2. Open the app and tap the gallery icon on the bottom left.
3. To view EXIF data, you can tap on the various icons below the image.
4. To remove exif data tap “Metadata” and then select “Remove.”
5. An easy way to identify photos that have EXIF data with geolocations is to view your “Places” folder. Any images that appear in this folder have geolocation data, once you disable the geotagging feature and remove your EXIF data, this folder should be empty.

Reviewing & Removing EXIF Data in MacOS

Use the “Image Optim” (UK based) application (available at <http://imageoptim.com/>) to remove EXIF data on your OS X device.

1. Drag the photos for EXIF removal into the app window and wait for a green check mark to appear next to the file name.
2. Check that the EXIF data has been removed by right clicking the image and selecting “Get Info.” EXIF data is listed under “More Info.”

Metadata Remover for Android

“Metadata Remover” is a free US-based app that deletes all EXIF data from image files stored on your Android device.

1. Download a Photo Exif Editor app from the Play Store.
2. Open the app and select an image.
3. The EXIF data will be removed.
4. Processed images will be saved separately from the original file.

Reviewing & Removing EXIF Data in Windows

Use the Windows OS to verify EXIF data has been removed.

1. Navigate to an image in File Explorer. Right click the image and select “Properties.”
2. Select the “Details” tab. You can examine EXIF metadata that is available.
3. Click “Remove Properties and Personal Information.”
4. You can click “Create a copy with all possible properties removed” to remove all potential properties or select individual properties such as GPS information. Click “OK.”

Geo-localization

Even with EXIF metadata removed, images containing vegetation, addresses, business names, road markings, and landmarks allow someone to identify the location a photograph was taken. Geo-localization, the determination of a location of an image through visual information, is currently being used and improved upon. This will allow computers to compare a picture without EXIF metadata to millions of other pictures found on the internet that do have location metadata. Once the computer discovers a close match between two pictures, it can apply the location metadata of one structure to its match that does not have location metadata.

IDENTITY THEFT

Practices to Avoid Identity Theft

- **Do** avoid paper billing by requesting secure electronic statements instead or have them mailed to a Commercial Mail Receiving Agency (CMRA).
- **Do** lock your mailbox.
- **Do** keep your information safe, both online and offline, by shredding documents containing personal information and by using passwords to protect sensitive computer files.
- **Do** use unique, hard-to-guess passwords that include a combination of letters, numbers, and symbols.
- **Do** install and update antivirus, anti-malware, and security programs on all computers, tablets, smartphones and operating systems.
- **Do** disable Bluetooth on devices when not in use.
- **Do** watch out for “phishing” scams.
- **Do** fight “skimmers” by examining ATMs to see if all the parts are solid and not add-ons, covering the keypad/screen with your hand while typing your password or pin, and always looking for suspicious holes or cameras.
- **Don't** disclose your full nine-digit Social Security number.
- **Don't** use the same password across multiple accounts.
- **Don't** disclose information commonly used to verify your identity on social network sites such as date of birth, city of birth, mother's maiden name, first or favorite car, best friend in HS, HS mascot, first or favorite pet and name of high school.
- **Don't** make purchases, pay bills, or send sensitive information over unsecured wifi networks.
- **Don't** trust unsolicited offers and ads.

Suspended Social Security Number: Consumers are reporting a “government related scam.” The consumer receives a call and is told that their SSN was used in criminal activity. The caller will claim that the SSN has been suspended and they can help the victim get the situation cleared up. The Social Security Administration does NOT suspend SSNs ever! Do not give personal information out to callers. If you feel you've been scammed, report it to the FTC immediately. Also, personally look up the number of and call the agency the scammer(s) claims to represent. Make a detailed record of the interaction and be prepared to provide as much information as possible.

Mobile Phone Scams: This scam was identified when a consumer received an email from their mobile phone provider. The email stated, “Your new mobile phone is on its way” and listed a delivery address that didn't belong to the consumer. The address was that of a local hotel. Further investigation revealed that someone had used a fake identity to obtain the consumer's account information and ordered the additional phone on the consumer's account.

Report fraud & identity theft scams to the FTC at 1-877-FTC-HELP

(1-877-382-4357) or online: ftc.gov/complaint.

IDENTITY THEFT

What to Do if Your Identity is Stolen

The FTC has put together a great, step-by-step guide on what to do if you think your identity has been stolen (link below). Here's where to start: <https://www.identitytheft.gov/steps>.

Take action immediately! Keep records of your conversations and all correspondence.

Flag Your Credit Reports. Contact the fraud department of the three major credit reporting agencies. Tell them you are an identity theft victim. Ask them to place a "fraud" alert in your file. An initial fraud alert is good for 90 days.

◆ Equifax 1-800-525-6285 ◆ Experian 1-888-397-3742 ◆ TransUnion 1-800-680-7289

Order Your Credit Reports. Each company's credit report about you is slightly different, so order a report from each company. They must give you a free copy of your report if it is inaccurate because of fraud. When you order, you must answer some questions to prove your identity. Read your reports carefully to see if the information is correct. If you see mistakes or signs of fraud, contact your creditors about any accounts that have been changed or opened fraudulently. Ask to speak with someone in the security or fraud department.

Create an Identity Theft Report and Report it to the Local Police. An Identity Theft Report can help you have fraudulent information removed from your credit report, stop a company from collecting debts caused by identity theft, and get information about accounts a thief opened in your name. To create an Identity Theft Report:

- File a complaint with the FTC at ftc.gov/complaint or 1-877-438-4338; TTY: 1-866-653-4261. Your completed complaint is called an FTC Affidavit.
- Take your FTC Affidavit to your local police, or to the police where the theft occurred, and file a police report. Get a copy of the police report.

For more information regarding identity theft, visit the following websites:

Federal Trade Commission (FTC) <http://www.consumer.ftc.gov/features/feature-0014-identity-theft>;

FTC Identity Theft Online Complaint Form <https://www.ftccomplaintassistant.gov>;

www.fraud.org. (You can also call: 1-800-876-7060.)

Preventing Other IRS Scams and Fraud: It is very common for criminals to file IRS Tax Returns using stolen identities. The fraudsters will typically file early and claim their tax refunds before the victim is aware. It is only when the victim attempts to file their own valid tax forms that they are informed a refund has already been issued. Victims of identity theft can request a PIN to prove their identity when filing tax returns.

Children can also be Victims of Tax Fraud and Identity Theft: Increasingly, children are becoming victims of identity theft and tax fraud. Criminals will obtain Social Security Numbers or will attempt to obtain credit cards in the names of minor children. It is only when parents attempt to obtain legitimate cards for their children that they discover their children have been targeted. To prevent this, parents may place freezes on accounts for their children to ensure no new credit is issued until they are ready. It is recommended you request credit reports for your children to monitor any fraudulent activity.


You can get free copies of your credit report once a year from each agency. It is recommended that you request a score from a different agency every four months to monitor your credit.

IDENTITY THEFT (CREDIT)

To obtain your credit report, go to annualcreditreport.com (Note: you can go through Equifax, Experian, and TransUnion websites but they will all redirect to here.) Once here click on and follow the instructions highlighted in red below.

Annual Credit Report.com
The only source for your free credit reports. Authorized by Federal law.

Home All about credit reports **Request yours now!** What to look for Protect your identity Frequently asked questions Contact us

 During the COVID-19 pandemic, accessing your credit is important. That's why Equifax, Experian and TransUnion are continuing to offer free weekly online credit reports.

Request your free credit reports

3 steps to your free credit reports

- 1. Fill out a form**
Fill out one form to request one, two, or three credit reports
Request your credit reports
- 2. Pick the reports you want**
Request your credit reports from Equifax, Experian or TransUnion.
- 3. Request and Review your reports online**
Before you get your credit reports, you will answer a few more questions. These questions are meant to be hard. You may even need your records to answer them. They are used to ensure that nobody but you can get your credit information.
If you can, print your credit reports so you can look at them later.
○ You repeat this step for each credit report

Your free annual credit report does not include credit scores
Monitoring your credit reports regularly is an important part of being in control of your finances. Learn more about why monitoring matters, identity theft and ways to improve your credit score on AnnualCreditReport.com

You can get free copies of your credit report once a year from each agency. It is recommended that you request a score from a different agency every four months to monitor your credit.

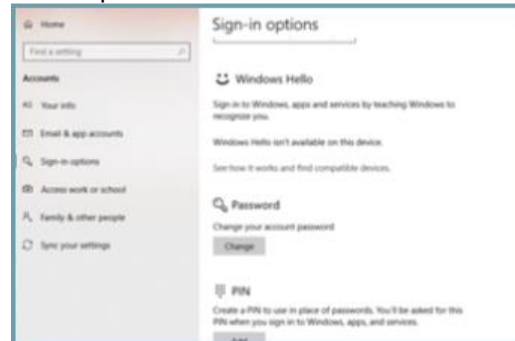
LOCKDOWN YOUR LAPTOP

Creating a Windows Log-in Password

Although a log-in password won't protect against a competent hacker, it can be enough to dissuade unsophisticated criminals from snooping through your personal files and accessing your online accounts. Protecting each account (Guest, Admin, and User) with different passwords helps prevent a hacker from getting access to everything on your computer should they gain access to any one account. It is recommended you create and use a "User" account, not the "Admin" account, for all daily activity. This way; hackers would be limited in the damage they can do to your computer.

Windows 10 offers a number of enhanced log-in and security features.

Navigate to Start Button > Settings > Accounts > Sign-in Options to setup your 'Sign-in Options.'



Practical Password Tips

If you have files on your computer that you don't want anyone else to access, you can use password-protected file or folder encryption to keep them safe. However, encrypted files are only as secure as the strength of the password protecting them.

For this and the rest of your security measures to be maximally effective, make sure you follow these simple password rules:

- Use a password that is at least 12 characters long and includes a mix of lower- and upper-case letters, symbols, and numbers. Try not to use complete words, but, if necessary, avoid common words that can be found in a dictionary. Not all devices, systems, or accounts allow these combinations, but do what you can within the available constraints.
- Avoid sharing passwords across multiple platforms, especially for sensitive accounts like a Windows logon, bank account, and email account.
- It is recommended you review your passwords periodically, to ensure they remain secure.

Additional Security

Windows 10 has a number of additional log-in security features. At the "Settings," "Accounts" and "Sign-in Options" menu, you can select "Picture Password" to enable secure log-in based on your unique mouse movement responses.

Note: You can use a PIN to sign into Windows, apps, and services. However, this option is not as secure as the "Picture Password."

Windows 10 also has a feature which allows you to pair your laptop with a Bluetooth-enabled device and automatically lock your computer once the device is out of range. You can enable this feature from the "Settings," "Accounts" and "Sign-in Options" menu by pairing your laptop to a Bluetooth device with the "Dynamic Lock" slider.

For personal accounts, you can enable two-factor authentication (2FA.) 2FA requires users to authenticate access through a supported device, e.g. a text to a cell phone number or an email to a backup address, before accessing an account.

LOCKDOWN YOUR LAPTOP

Virtual Private Network (VPN)

A Virtual Private Network (VPN) connection is the safest way to connect to the Internet and safeguard your information.

Unsecured networks present a major threat to your personal information, especially when using your device on a public wifi network. When connecting to public wifi, you don't know who else is on the local network, which leaves your personal data vulnerable to snooping. Even when connecting to the wider web, your data is increasingly collected, inspected, and exploited.

One sensible solution is to use a VPN. It is recommended to use a VPN whether you are connecting to the internet from home (even with a secure wifi connection) or in public. This is simply the most secure way to access the Internet.

VPN For Beginners

When you connect to a VPN, you access a site or service which acts as a secure launchpad into the World Wide Web. Once connected to the service, your data is encrypted and sent to a third-party server. There it is combined with other traffic before being integrated into the "normal" traffic flow on the World Wide Web. Since your information is jumbled up with other information, it becomes difficult to identify as *your* specific information. It is like a needle in a haystack.

A Few VPN Perks

- VPN services are cheap, with some starting around \$3 per month.
- A VPN can help protect your data from identity theft and fraud.
- VPN providers often allow users significantly increased privacy protections from advertisers and hackers alike.
- VPN providers allow you to enjoy services that require connections from certain countries, regions or time zones.
- If your Internet Service Provider blocks some applications, such as Skype or other VoIP (Voice over Internet Protocol) applications, use of a VPN may help.

Where To Find VPN Services

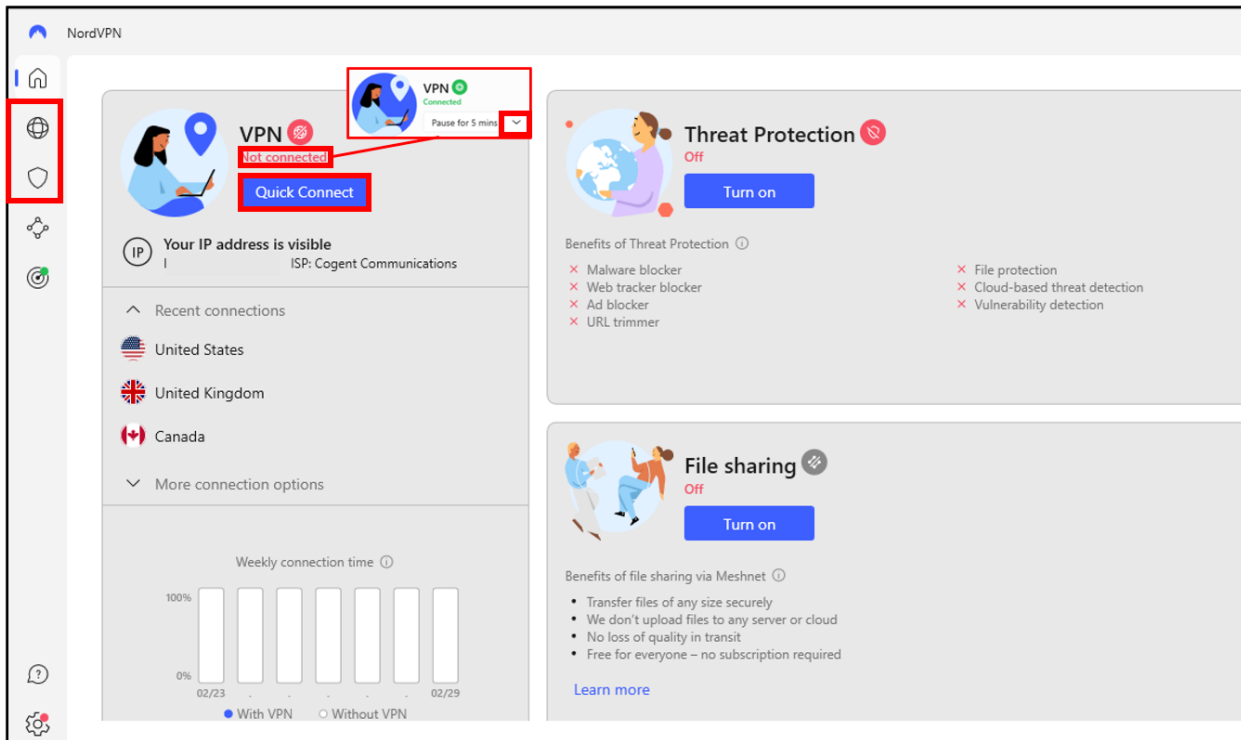
Not all VPN services are created equal. Depending on your typical web usage, you will want to shop around for a service that fits your profile. If you need a fast connection for rapid-fire browsing or streaming services and your VPN provider doesn't have enough servers, you may experience poor Internet speeds or be unable to make a connection at all. Others might offer some privacy protections but require you to give up some control of your anonymity.

Before subscribing to a VPN service, be sure to look at reviews. The VPN market is competitive and ever expanding which means VPN providers often offer free trial periods to new users. On the next pages are three VPNs that have been reviewed and are recommended to use.

VPN (NordVPN)

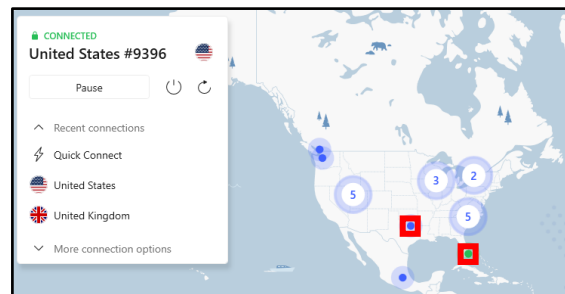
Home Screen

On NordVPN's home screen, you can access the "VPN," "Threat Protection," "File share," and more. To get started, it is recommended that you click on "Quick Connect," as highlighted below in red. Once connected, the "Not connected" in red will change to say "Connected" in Green. You will also have the option, if you click the small "down arrow," to "Pause for 5 minutes" all the way to "Pause for 1 hour." You can also choose to "Reconnect" and "Disconnect" from there as well.



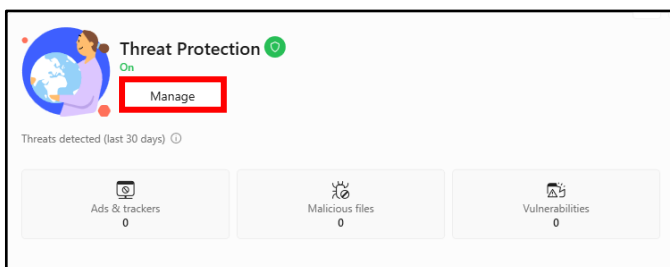
Home Screen/VPN

If you click on the "Globe" symbol on the bar to the left in the home screen, it will take you to a screen that shows the geographic location of where your VPN is routing to. You can also choose where you want your VPN to be through this map by clicking on the dots.



Home Screen/Threat Protection

If you click "Turn on" in "Threat Protection," the screen to the left will appear. From here you can click either "Manage" or the "Shield" symbol below the "Globe" symbol to manage your settings. Those settings will be shown on the next page.



VPN (NordVPN)

Threat Protection

Below is the “Threat Protection” hub. Here you can go through you “Web protection,” “File protection,” and “Vulnerability detection.” Starting with “Web protection,” you can go through the settings and choose what you would like turned on or off. If you just click “Turn on,” below shows the features that are automatically enabled. Notice how “DNS filtering” is not auto on. Next is “File protection,” which will scan each file you download for malware. You can also enable “Cloud-based threat detection” to have it upload the file to the cloud for an advanced scan. Last is “Vulnerability detection,” which will notify you if any apps are vulnerable. If any are detected, they will be listed below.

Threat Protection

The screenshot shows three cards for Threat Protection:

- Web protection**: Protected. Includes a "Pause for 5 mins" button and a "View activity and customize" link. Description: "Real-time protection against malware, trackers, and ads."
- File protection**: Some features are off. Includes a "Pause for 5 mins" button and a "View activity and customize" link. Description: "Prevention against malicious downloads."
- Vulnerability detection**: Protected. Includes a "Turn off" button and a "View activity" link. Description: "Alerts about vulnerable apps detected on your computer."

Threat Protection > Web protection

Enjoy cleaner, safer, and more private internet. Threat Protection blocks cyber threats in real time as you browse the web.

The settings page lists several features with toggle switches:

- Web protection: On
- Malware blocker: On
- Ad blocker: On
- Web tracker blocker: On
- URL trimmer: On
- DNS filtering: Off

Threat Protection > File protection

Threat Protection scans each file you download, checking for malware. It deletes malicious files immediately and notifies you about it.

The settings page lists two features with toggle switches:

- File protection: On
- Cloud-based threat detection: Off

Threat Protection > Vulnerability detection

Get notified about vulnerable apps we detect on your computer. We check our database of known app vulnerabilities multiple times a day.

The settings page lists one feature with a toggle switch:

- Vulnerability detection: On

Additional information:

- Last check: Never (with a "Check now" button)
- No vulnerabilities detected: If we detect any vulnerable apps with the next check, they will be listed here.

VPN (NordVPN)

Meshnet

Moving on, highlighted below is “Meshnet.” This allows you to “Share files,” “Route traffic,” and “Link devices.” If you choose to link your devices, it will be shown below underneath “Personal devices” or “External devices.”

Meshnet

Meshnet
Connect this device to your virtual device network. On

Share files
Transfer files between linked devices securely and privately.

Route traffic
Access the internet under another device's IP address.

Link devices
Manage your invitations and link new devices.

Personal devices | External devices

This device ...

Link your other devices
Turn on Meshnet for your other devices with this NordVPN account, and they will link automatically.
[Learn more: Linking devices in Meshnet](#)

Dark Web Monitor

Next is “Dark Web Monitor,” which you can get to by click the symbol highlighted below. If you have this enabled, NordVPN will search leaked data linked to your email that you’ve registered with Nord. Any leaks will be posted below under the “Leaks” section.

Dark Web Monitor

Get alerts if your sensitive data is publicly exposed online. Dark Web Monitor searches for leaked data linked to your email address: passwords, contacts, or any other personal details.

Dark Web Monitor On

Build healthy password habits to keep your data safe
Try NordPass Premium to create strong passwords. Free for 30 days. No credit card required. [Try NordPass free](#)

Leaks | Cleared

Your info is safe
We've searched the dark web - your email address isn't there!

VPN (NordVPN)

Settings

At the bottom, on the home page, is the “Settings” tab. Here you can go through your “General,” “Connection,” “Kill Switch,” “Split tunneling,” and “Profile” settings. Be sure that if your version needs an update, to click the “Update” button as highlighted below. You can go through all these at your leisure, but “General” and “Kill Switch” are both that you should highly consider reviewing.

Settings

NordVPN 7.19.1.0

A new version of NordVPN is available!

Update

General

Choose your app preferences.

Connection

Manage your VPN connection.

Kill Switch

Prevent apps or your entire device from making unprotected connections.

Split tunneling

Choose which apps need VPN protection and which you can trust to access the internet directly.

Profile

Manage your account and subscription.

Settings (General)

Starting with “General” settings, it is recommended that you have “Launch the app at Windows startup” turned on, that way you will always be connected to the VPN and wont have to remember to do so.

Settings > General



Launch the app at Windows startup

Auto-start the NordVPN app every time you turn on your PC.

On



Launch the app minimized to system tray

Start NordVPN without opening the app window.

Off



Show VPN connection status notifications

Be notified when connecting and disconnecting from a VPN server.

On



Show the Meshnet file sharing option in the Windows context menu

Right-click on a file and select 'Send with NordVPN Meshnet' to start the transfer.

On

Settings (Kill Switch)

The “Kill Switch” prevents apps or devices from making unprotected connection. You can turn it on to disable the internet if your VPN connection drops.

Settings > Kill Switch

Prevent apps or your device from making unprotected connections. Kill Switch secures your data from accidental exposure by quitting selected apps or disabling the internet until VPN connection is restored.



Internet Kill Switch

Off



Disable internet access when a VPN connection drops unexpectedly



Disable internet access when you disconnect from VPN manually or the connection drops unexpectedly



App Kill Switch

Quit selected apps when not connected to VPN.

Off

Selected apps

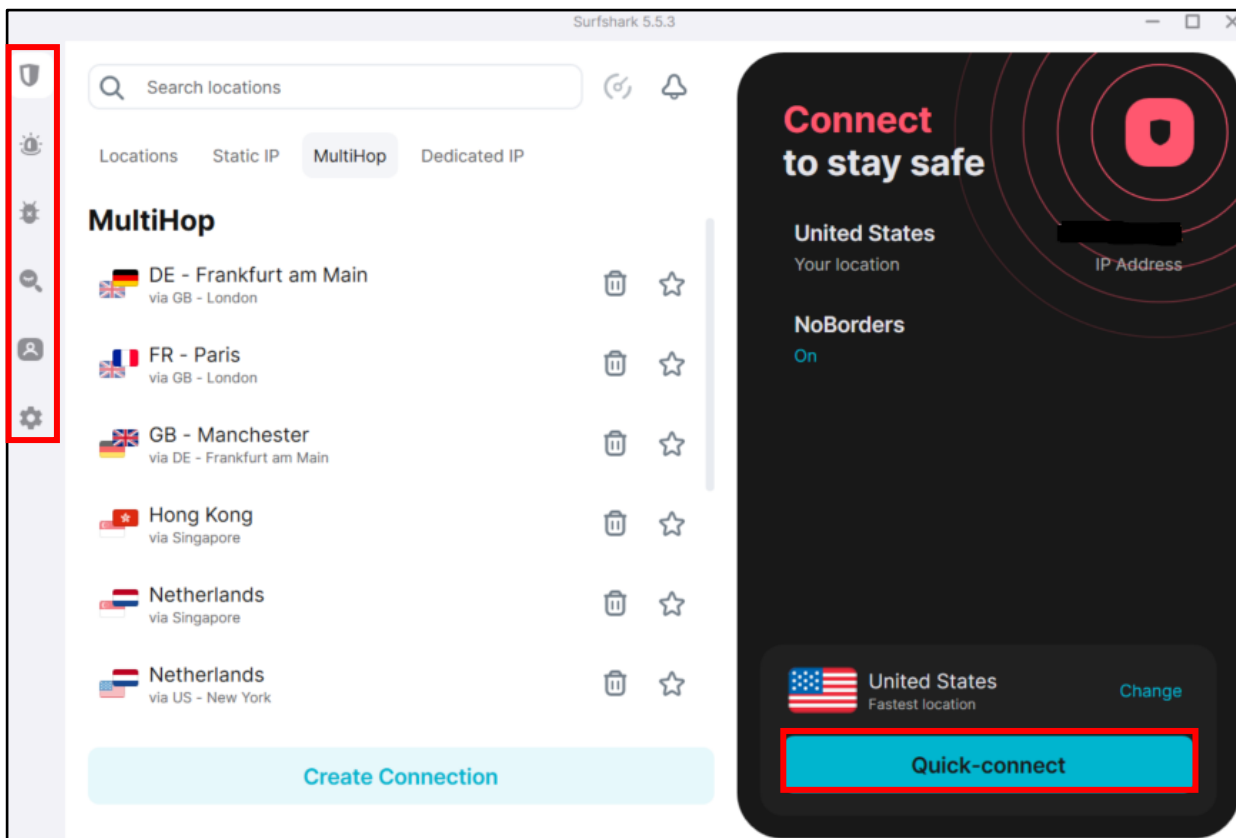
Kill Switch applies to the apps added to the list.

Add apps

VPN (Surfshark)

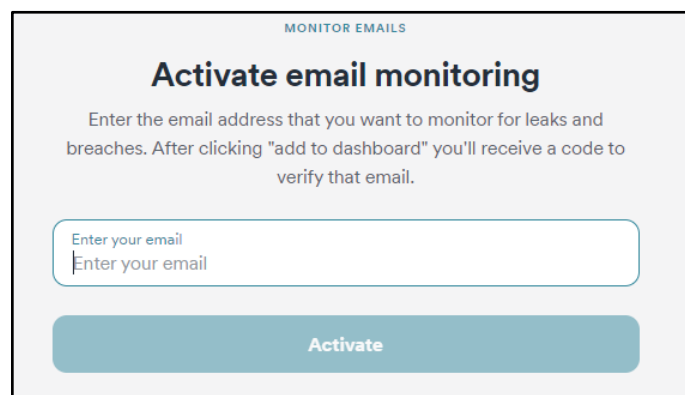
Home Screen

On Surfshark's home screen, you can "Quick-connect," which will allow you to connect to the VPN. You can also choose to select the "Location" of the IP as highlighted below. On the sidebar, as highlighted in red, you can choose "VPN," "Alert," "Antivirus," "Search," "Alternative ID," and "Settings."



Alert

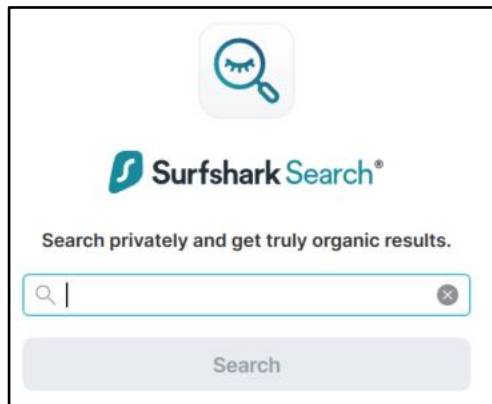
For "Alert," navigate to the second icon on the left. Once there, it will bring you to a portal that says "Go to Surfshark Alert." By clicking this, it will open a webpage as illustrated below. Once here, you can type in the emails you would like to monitor, which will have Surfshark check any data breaches associated with your email.



VPN (Surfshark)

Antivirus

Going to the third icon down on the home screen, that looks like a bug, will take you to “Surfshark Antivirus.” If you do not have one already installed, you can choose to download this one.

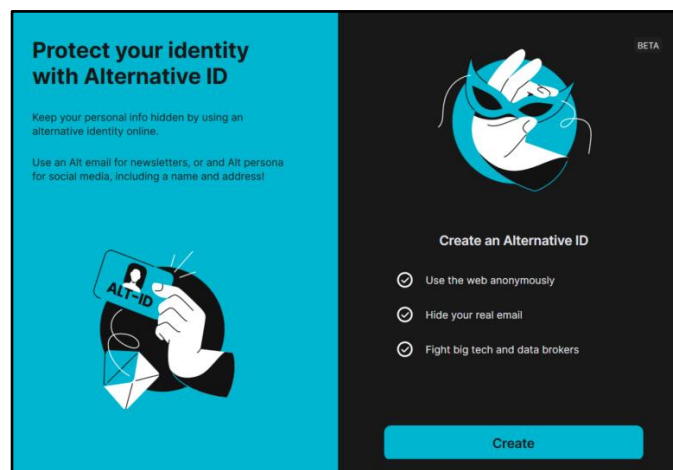


Search

Next is “Surfshark Search,” which is a private search engine through Surfshark.

Alternative ID

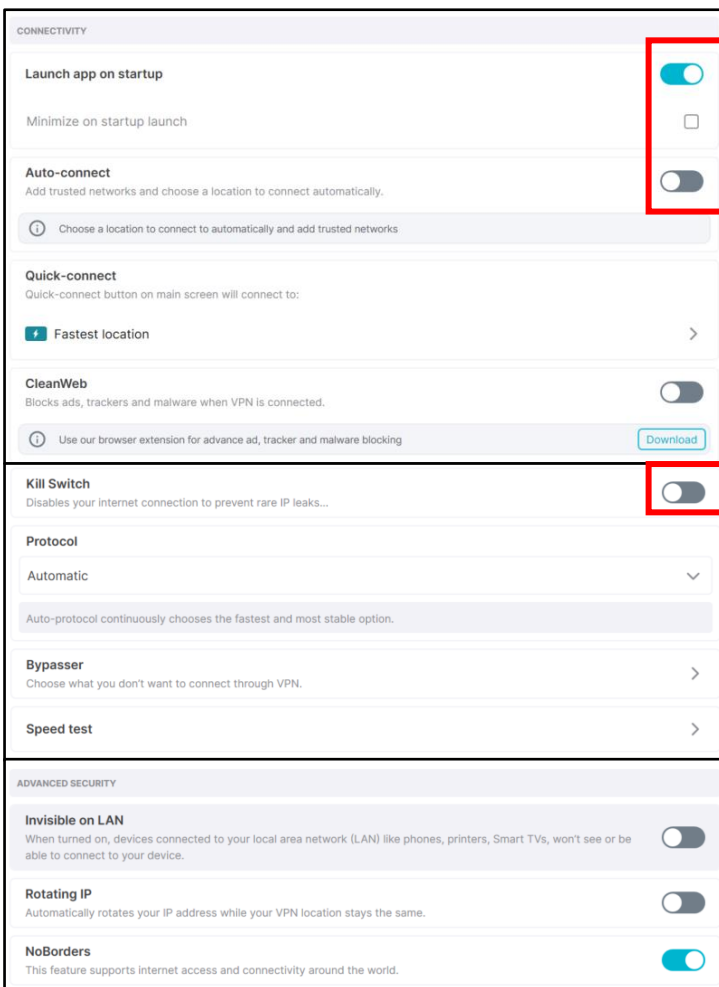
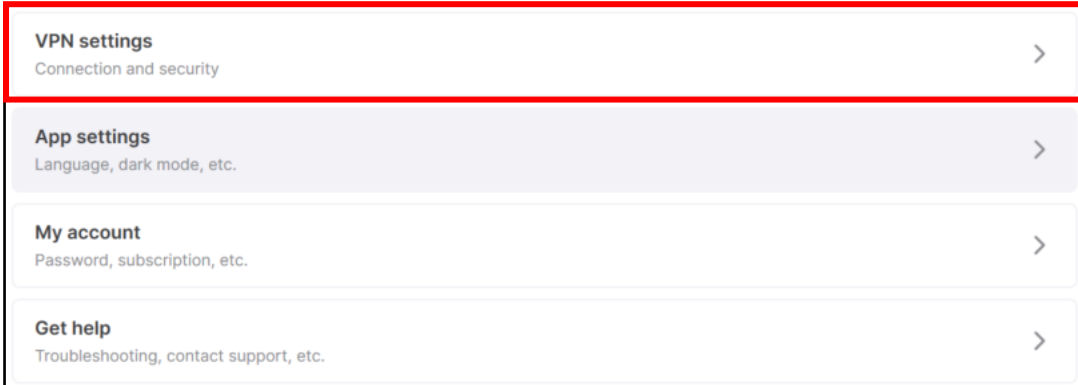
Surfshark offers a service called “Alternative ID,” for those who would like to keep their personal information hidden. It is recommended for your personal use at your own discretion.



VPN (Surfshark)

Settings

Last is the “Settings” tab which you can get to by clicking the “Cog” icon. Once here you can go through your “VPN settings,” “App settings,” “My account,” and “Get help.” Under “VPN settings,” is the bulk of settings it is recommended to go through.



Settings

Under the “Connectivity” section, it is recommended you turn on “Launch app on startup,” so you can connect to the VPN service. You can also choose to turn on “Auto-connect” so that you don’t have to do it yourself. It is also recommended that you consider enabling “Kill Switch” so that if your VPN IP drops, your internet will disconnect so that there is no leaks.

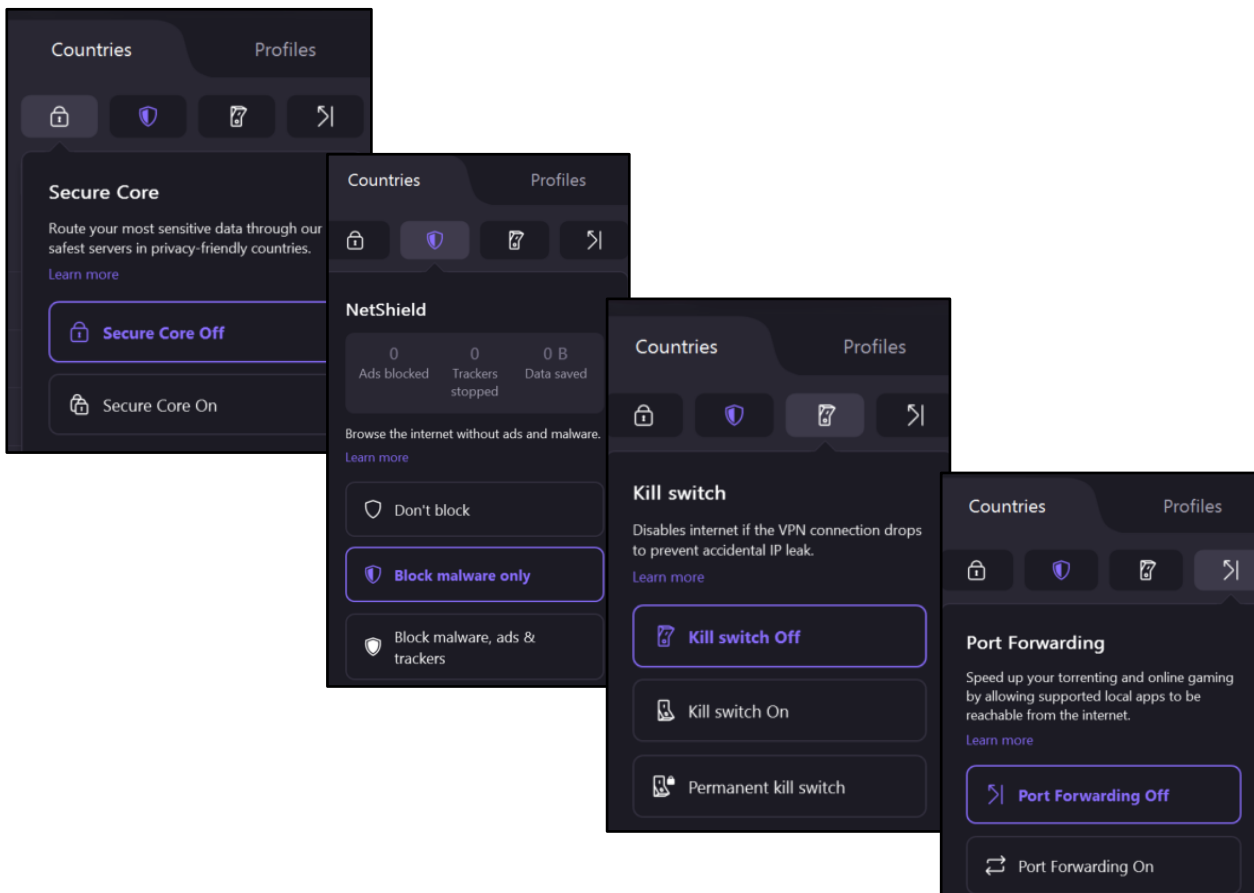
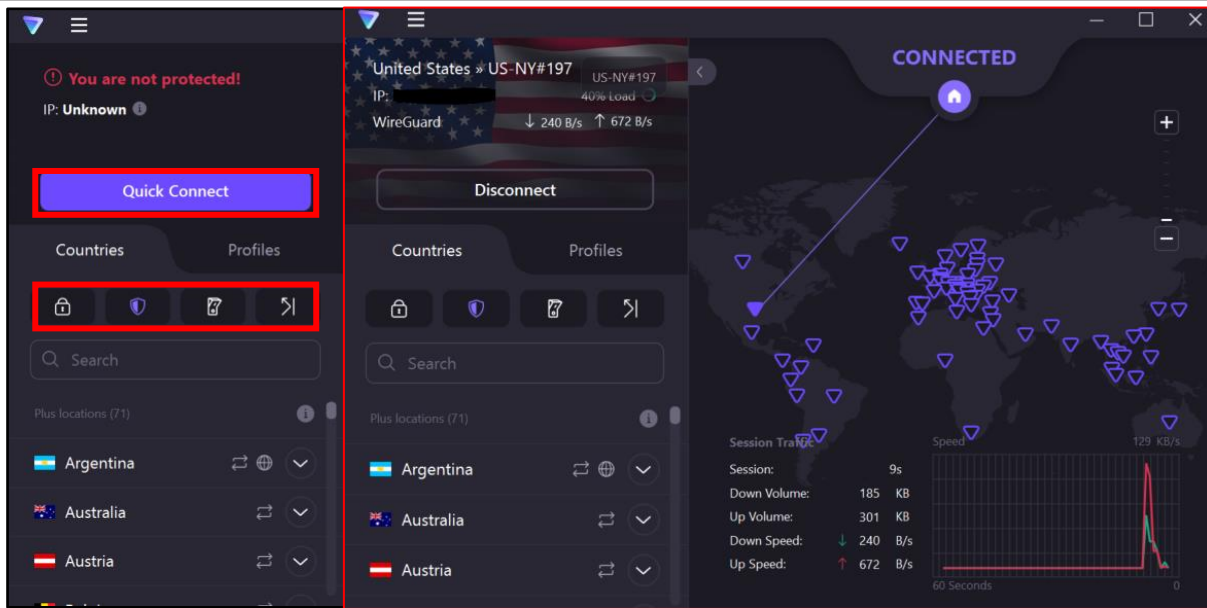
Settings

Under the “Advanced Security” tab, it is recommended you review these settings and turn them on/off at your discretion.

VPN (Proton)

Home Screen

On Proton's home screen, you can choose to "Quick Connect," to connect to the VPN. Once connected, the home screen will look like the picture highlighted in red below. You are also able to access "Secure core," "Net Shield," "Kill Switch," and "Port forwarding" as highlighted below. Go through these options to see which ones you would like to have enabled. It is recommended to enable "NetShield" and "Kill switch."

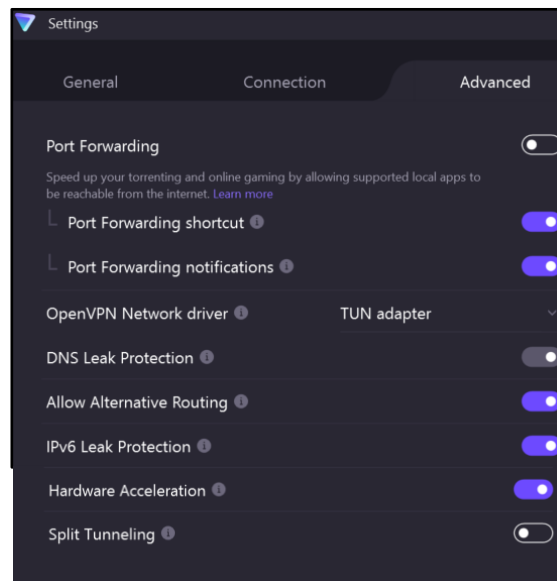
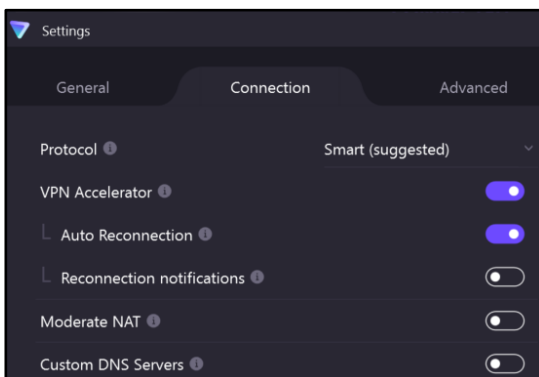
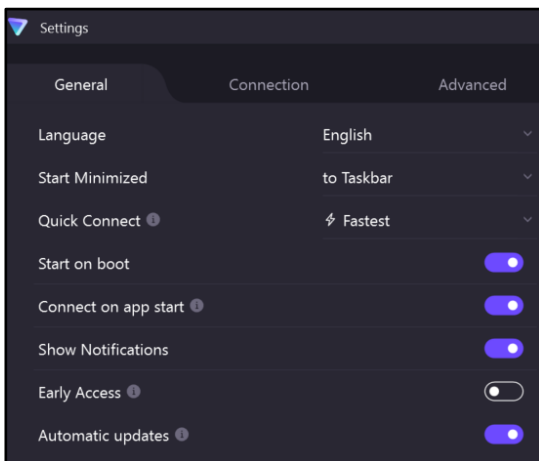
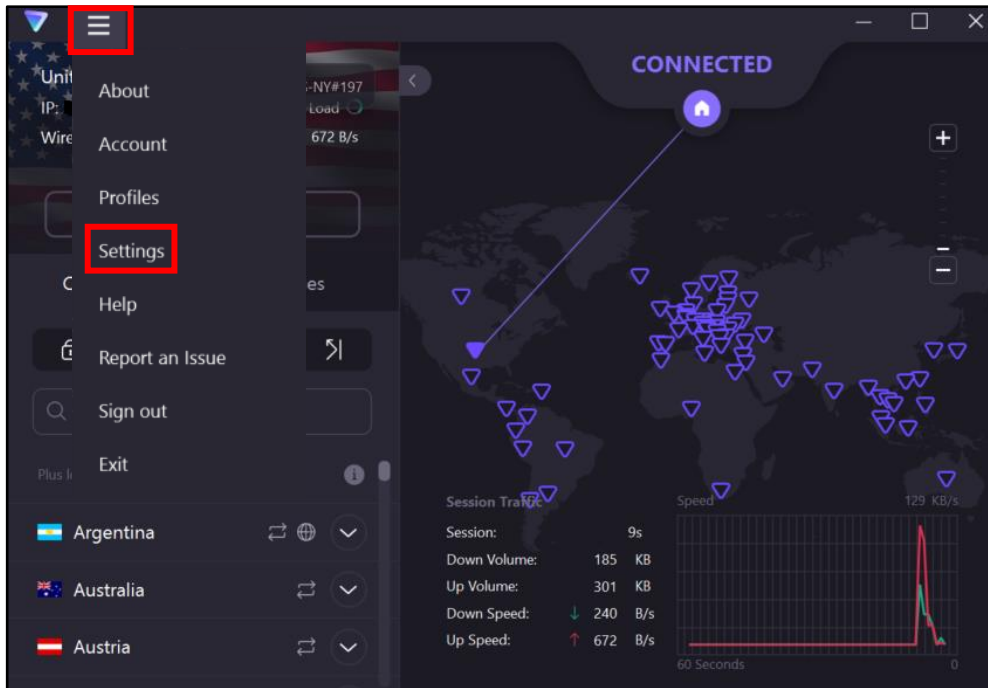


SAFE GUARD Digital Identity Protection Toolkit

VPN (Proton)

Home Screen

Still on Proton's home screen, you can click right of the Proton icon, to access more settings. Under "General," it is recommended you turn on "Connect on app start" and "Automatic updates." You can go through the settings under "Connection" and "Advanced" that best suits your needs.



ONLINE REGISTRATION

Identify Elements of Social Networking Site (SNS) Accounts

Online services include sites that require users to register and create personal profiles prior to using their service. Best practices include:

- Review the terms of service for each site to determine their privacy policy and data sharing agreements with third party entities.
- Avoid filling in optional identity fields for online profiles. Only fill in the minimum required identity information.
- Never give online services access to your social security number or physical address.
- Deny options to upload and share your existing contacts.
- Immediately after completing the registration process, check and if necessary, change privacy settings to protect your personally identifiable information.

First and Last Name

First and last name are mandatory for almost all SNS accounts. Some users choose to use their first and middle name instead.

Gender

Gender is a common field to fill out on the registration page, used mostly for future content customization. Whenever possible, avoid making a distinction when signing up.

Email Address

Email is the second most common requirement for creating a SNS account. It is used to verify your account during registration and as a credential for future log-ins.

Sexual Orientation and Relationship Status

These fields are most often required in online dating sites but are optional on most other SNS.

Cell Phone Number

Registering for email accounts frequently requires a verifiable phone number. Refrain from using services that require phone numbers or opt to use an alternative method to verify accounts when available.

Username

Username is unique to each user account, unlike first and last name which can be shared across multiple users. DO NOT include personally identifiable information, such as last name or birthday when creating your username.

Location

Location information is required to various levels of granularity depending on the service. It may include address, zip code, and/or country.

Employment Information

Company and employment information are required for professionally-oriented SNS services.

Birthday

Birthdays are used to verify the user's age and customize age-appropriate content for the user on the site. This information is sometimes published on the SNS profile and must be removed retroactively.

ONLINE REGISTRATION

IDENTITY INFORMATION REQUIRED DURING ONLINE SERVICES REGISTRATION							
	LinkedIn	Amazon	Facebook	Twitter	Instagram	Pinterest	Spotify
First and Last Name	X	X	X	X	X	X	X
Username	*Name by Default	*Name by Default	X	X	X	*Name by Default	Optional
Password	X	X	X	X	X	X	X
Birthday	X	Optional	Optional		Optional		X
Gender	Optional		Optional		Optional	Optional	X
Email Address	X	X	**Optional	X	X	X	X
Phone Number		Optional	**Optional	Optional	Optional		Optional
Country	X	X	X	X	X	X	X
Zip Code	X	X					
Employment	X						
Job Title	X						
Facebook Account	Optional	Optional	X	Optional	Optional	Optional	Optional

*These sites use the "name" provided as the Username when setting up the account instead of asking Users to create a "handle."

**Facebook requires a mobile number or email address when registering. Consider using a Google Voice number for two factor authentication.

It is easier to sign-up or register on a social media site when you link other accounts to it. Usually, it is a simple click of the button. However, it is NOT recommended to do this.

If someone gains access to your Facebook account and you have signed up for other social media accounts using Facebook, then that likely gives them access to those other accounts, as well. Treat social media account creation just like your passwords; create new and unique ones for each site you sign up for.

Additionally, it is always best to use a current email for any social media account. This way, if something were to happen to your account, you're immediately notified and can quickly address the problem. If you have an email account that you do not check routinely, or that has suffered a major data breach, you might not know if someone hacked into your social media account(s) until it is too late.

Online identity can be described as an aggregate of accounts and account-related activities associated with a single person. Common identity elements required by SNS for creating accounts and participating in their online services, shown above represent vulnerabilities to your identity if not properly protected.

PASSWORD MANAGERS

- **Do** continue to change your passwords even when using a password manager. They are not failsafe's.
- **Do** use unique, hard-to-guess passwords that include a combination of letters, numbers, and symbols.
- **Do** ensure you don't tell anyone the password to your password manager.
- **Do** watch out for "phishing" scams.
- **Don't** use Password Apps on public wifi. Always make sure you are connected through a secure internet connection.
- **Don't** store anything additional inside the Password Manager you wouldn't want leaked.
- **Don't** use the same password across multiple accounts.



Top 3 Password Managers

- **Keeper:** Keeper is a password manager created by Keeper Security, Inc. that allows users to store online login credentials, documents and images, and other sensitive information in an encrypted digital web vault. Users can also store two-factor authentication codes.
- **1Password:** 1Password is a password manager developed by AgileBits Inc. It provides a place for users to store various passwords, software licenses, and other sensitive information in a virtual vault that is locked with a PBKDF2-guarded master password. By default, the user's encrypted vault is hosted on AgileBits' servers for a monthly fee.
- **BitWarden:** The platform offers a variety of client applications including a web interface, desktop applications, browser extensions, mobile apps, and a command-line interface. Client functionalities include 2FA login, passwordless login, biometric unlock, random password generator, password strength testing tool, login/form/app autofill, syncing across unlimited platforms and devices, storing unlimited number of items, sharing credentials, and storing variety of information including credit cards.

Password Managers provide a safer alternative to leaving your passwords on your computer unguarded or keeping them written down on a piece of paper at your desk. The best passwords are usually phrases, or random combined words, and it's recommended you check the strength at passwordmonster.com

PEOPLE SEARCH OPT-OUT

Search Engine Opt-Out

Google

www.google.com/webmasters/tools/removals

While conducting a “Self Assessment” (see the Self Assessment card) you may find Google Search Results (websites) that you wish to remove. It is important to note that a “Search Result” cannot be removed so long as the information and URL remain active on the original Webmaster’s page. In order to remove your information from Google, you must first contact the Webmaster where the information resides and ask that it be removed. Once you obtain confirmation that the information has been removed, you can then “Request Removal” from Google. Find the URL associated with the “Search Result” you wish to remove and paste the URL in the “Request Removal” box (see URL above and picture to the right). On the “Search Console” page, you can also track your requests to determine if Google has accepted the removal request.

Remove outdated content from Google Search

Guidelines

- This tool works only for pages or images that have already been modified or removed from the web
- To remove personal information or content with legal issues, [submit a legal request instead](#)
- [Read this doc](#) for more information

New request

New Request

Page Image

Enter page URL

Example: <https://www.foo.com/article>

Bing

www.bing.com/webmasters/tools/contentremoval

To remove a search result or cache from Bing, go to the above URL and follow the steps provided under “Removing Outdated Cache.” Like any search engine, it is important to note that your information cannot be removed from Bing prior to it being removed from the active website via the websites’ Webmaster. You will also need to create and sign into Bing with a Microsoft account (formerly Windows Live ID) in order to submit your request and track its progress.

Report Broken Links or Outdated Cache Pages

Content URL

Enter URL or Paste if copied

Removal type

- Remove page
- Remove outdated cache

Submit

Once you have reviewed your information and identified what needs to be removed, you should record your findings to facilitate the removal process. Please note, the information presented above is subject to change. Opting out will not remove your information indefinitely.

PEOPLE SEARCH OPT-OUT

Google Analytics Opt-Out

<https://tools.google.com/dlpage/gaoptout>

To provide website visitors the ability to prevent their data from being used by Google Analytics, Google has developed the Google Analytics opt-out browser add-on for the Google Analytics JavaScript (ga.js, analytics.js, dc.js.). If you want to opt out, download and install the add-on for your web browser. The Google Analytics opt-out add-on is designed to be compatible with Chrome, Internet Explorer 11, Safari, Firefox, and Opera. In order to function, the opt-out add-on must be able to load and execute properly on your browser. For Internet Explorer, 3rd-party cookies must be enabled.

Get Google Analytics Opt-out Browser Add-on

Available for Google Chrome, Mozilla Firefox, Apple Safari and Microsoft Edge.

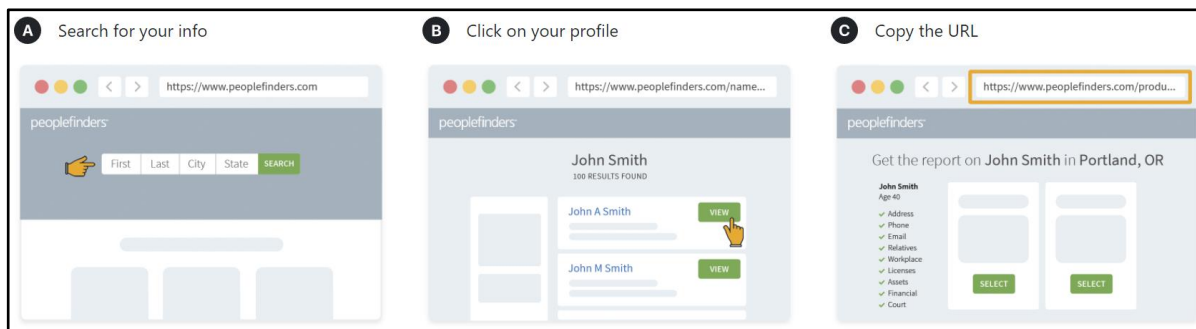
People Finders Opt-Out

<https://www.peoplefinders.com/manage>

Upon request, People Finders can block the records they have control over in their database from being shown on PeopleFinders.com. Unless otherwise required by law, they will only accept opt-out requests directly from the individual whose information is being opted out and they reserve the right to require verification of identity and reject opt-out requests in their sole discretion. Of note, they may not be able to remove any information about you from databases operated by third parties.

They do not accept opt-out requests via fax or mail. They are not obligated by law to block the records they have control over in their database from being shown on PeopleFinders.com. Despite this, they will endeavor to comply with any such requests to block the records they have control over as described above.

Please note, People Finders and similar organizations have no control over public records, and People Finders does not guarantee or warrant that a request for removal of or change to personal information as described above will result in removal of or change to all of your information from their website. Further, they are not responsible for informing third-parties with whom they have already shared your personal information of any changes. Just because PeopleFinders.com is associated with a separate aggregator does not mean they will contact that aggregator on your behalf to remove your information; you must do this yourself.



PEOPLE SEARCH OPT-OUT

Been Verified Opt-Out

<https://www.beenverified.com/app/optout/search>

Been Verified provides a quick and easy process to allow you to remove your information from their People Search results. Using the above link, you can search their database, select your record, and verify your request to opt out by clicking on the link in their verification email. After you verify, they will send you an email confirming that the record you selected has been opted out and will instruct their data partners not to return the record in future People Search results.

Been Verified uses your email address to send you an email to verify your request to opt out. They will not sell the email address that you provide as part of the opt-out process, or use it for any other purpose without your prior consent. There is no charge to remove your data from the Been Verified People Search results. Once you receive their email confirming that they have processed your opt-out request, your request will be reflected in their People Search results the next time their server refreshes. In most cases, this will take 24 hours to take effect and then they encourage you to check for yourself.

Looking To Opt-Out of Our People Search?

Start by searching for your record here. ↓

[Looking To Opt-Out of Our Property Search?](#)

At this time, they only provide an opt-out for their People Search service. Therefore, it is possible that your name will appear in search results for the other search services available through Been Verified even after you opt out of People Search.

There may be times when one of their data partners provides a new record that is different enough from your existing, opted-out record that they cannot match this new record to the existing opted-out record and will create a new one. If you have previously opted out and see a new record about you appear in their People Search results, contact them at privacy@beenverified.com and they will help you remove that record, as well. It is important to occasionally check Been Verified to ensure the opt-out process is continuing.

PHOTO SHARING SITES

- **Do** share photos only with known and trustworthy people.
- **Do** use caution when posting images and videos of you or your family. Be aware of your surroundings, to include identifiable locations and any other personal security vulnerabilities.
- **Do** ensure that family members take similar precautions with their accounts. Their privacy and share settings can expose personal data.

- **Don't** tag geolocations. The information in these tags can disclose where the photo was taken.
- **Don't** give apps permissions to access mobile device location services.
- **Don't** post photos of others, especially children, without getting permission beforehand.

Choosing the right photo sharing service will depend on intent and audience. Key questions to ask:

- Are you sharing photos primarily for yourself, your friends and family, or for public consumption?
- Are your contacts and intended audience already using a specific service?
- How much control and privacy do you want over your images?
- Is the retention of EXIF data problematic?

Although photo sharing services allow you to remove images, not all of them allow you to delete your account. Deleting content and/or an account does not ensure removal from the internet or the service provider's systems. Those with access to the photos on a photo sharing service can acquire and redistribute photos as they please.



What is EXIF data?

Exchangeable Image File Format (EXIF) is metadata stored in the captured image. This data can include date, time, camera settings, and possible copyright information. If the image is captured with a camera phone or digital camera with GPS capabilities, it can record EXIF geolocation metadata.

For more information refer to the EXIF Removal Smartcard.

PHOTO SHARING SITES

Six Popular Photo Sharing Services

SERVICE/ DETAILS	 Instagram	 snapchat	 facebook	 Google Photos	 Flickr	 photobucket
PRIMARY USE	Share photos and videos from camera-enabled mobile devices	Share photos and videos that “disappear” after viewed or a period of 24 hours	Social network	Photo and video sharing and storage service	Photo and video hosting site used for sharing and embedding on blogs and social media	Photo and video hosting site used for sharing and embedding on blogs and social media
IMAGE PRIVACY OPTIONS	Public ; Private (other users must request to follow you)	Public ; Private (other users must request to follow you)	Public ; Only Me; Friends; Friends of Friends	Private ; Shared Albums allow anyone with the unique web link to view your photos	Public ; Only You, Your Friends, Your Family	Public ; Private (optional password protection)
RETAINS EXIF	No	No	No	Yes	Yes, for original uploaded file (not for resized file;) You can also hide EXIF data	Uploaded file (not for resized file)
GEO-LOCATION OPTIONS (NON-EXIF)	GPS-based device location and customizable location (both removable)	Snapchat Geofilters use location services on your mobile device (Using Geofilters is optional)	Free-form text; location suggestions; map-based (removable)	GPS-based from camera and Google’s Estimated Location (both can be disabled in the phone settings)	Editable location; map-based (both removable)	Location data is available unless you disable it
ALLOWS REPOSTING	Yes, only with third party applications	No, but note that viewers can still screenshot your Snaps	Yes	Yes, photos can be downloaded from a Shared Album.	Yes	Yes
POPULATES IN GOOGLE SEARCHES (INDEXED)	Profiles are indexed, but not photos	No	Public profiles are indexed	Shared photos may possibly be open to public search in the future	Public albums are indexed; Offers opt-out for 3rd party searches	Public albums are indexed

Privacy Settings

*Default settings are in bold.


Instagram

If the account is set to private, only approved users can view images and videos. From a smartphone, tap the person icon at the bottom right corner of the screen > tap the menu icon (three bars) in the top right corner of the screen > click “Settings” > tap “Privacy.” Ensure the toggle is on for “Private Account.”

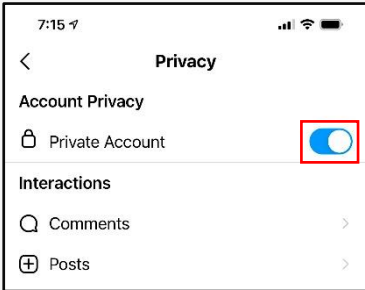
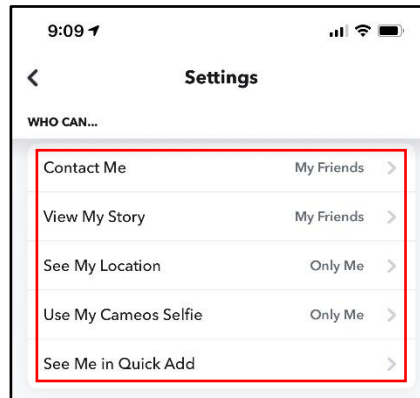


PHOTO SHARING SITES

Privacy Settings (Continued)

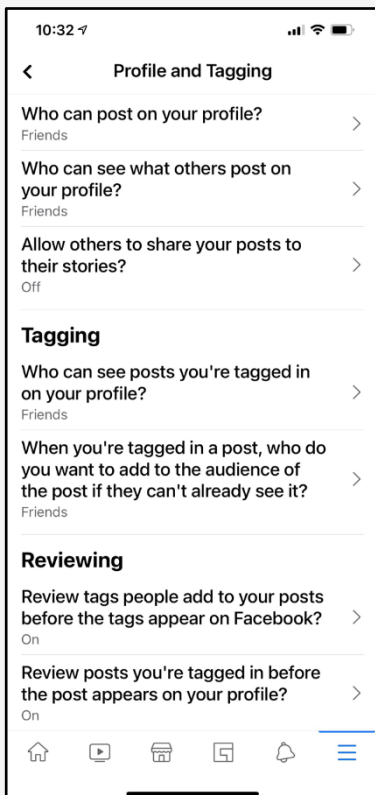


Verify who can view images or videos on Snapchat to ensure privacy. From a smartphone, tap the person icon at the top left corner of the screen > Tap the gear icon at the top right corner of the screen > scroll down to **“WHO CAN...”** Ensure that “Contact Me” and “View My Story” are set to “My Friends.” Ensure that under “See My Location” the toggle is set to enable “Ghost Mode” and displays as “Only me.” When “Ghost Mode” is enabled, your location is not revealed to anyone. Ensure “Use My Cameos Selfie” is set to “Only Me.” It is not recommended to toggle “Show me in Quick Add” on.



facebook

It is recommended to review who can view or share your photos on Facebook. From a smartphone, tap the menu icon (three bars) in the bottom right corner of the screen > tap the down arrow next to **“Settings & Privacy”** > **“Settings”** > scroll down and tap **“Profile and Tagging”** to adjust who can view your posts and photos.



Google Photos

Review privacy settings in Google Photos. From a smartphone, tap the user icon in the top right corner of the screen > tap **“Google Photo Settings.”** Under **“Sharing,”** tap “Hide photo location data.” Tap “Group similar faces” and ensure the “Face grouping” toggle is turned off. Ensure the toggle is on and the setting displayed is “Other people won’t see where photos were taken.”

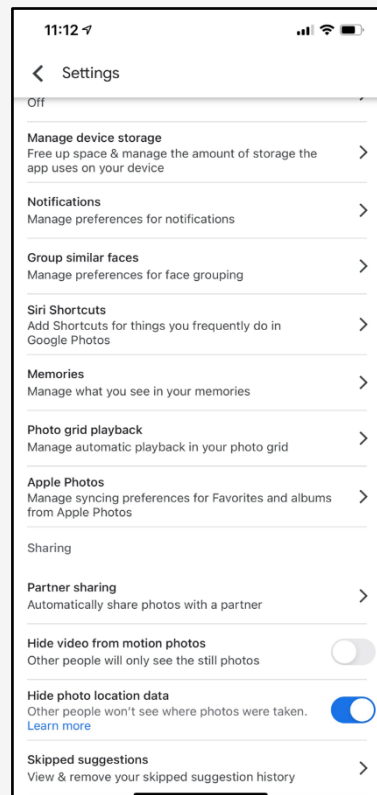
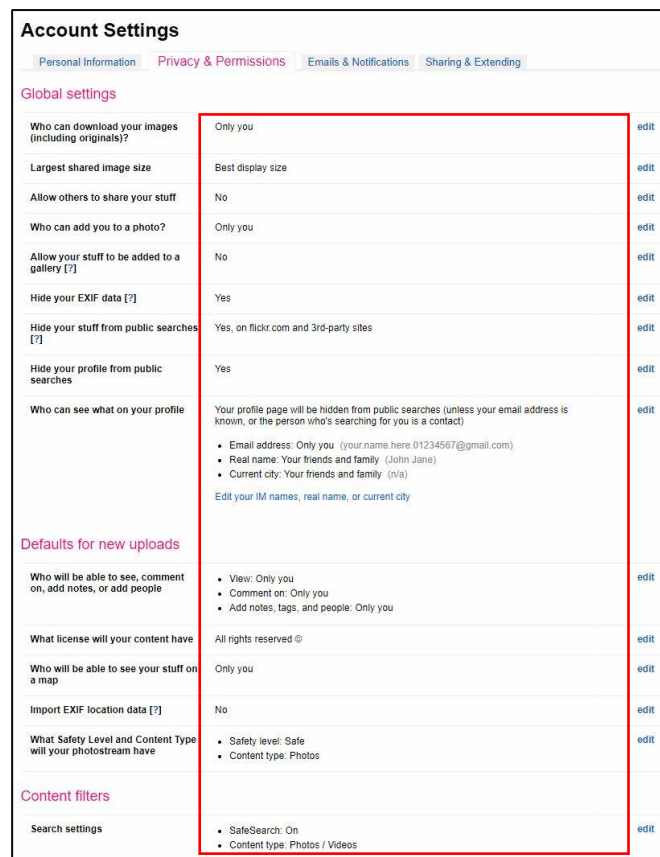
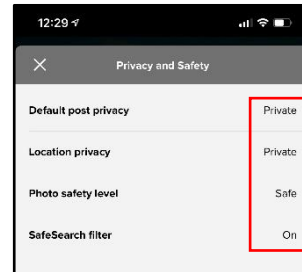


PHOTO SHARING SITES

Privacy Settings (Continued)

You can adjust the default photo privacy settings to control who can see your photos and videos. Default settings will affect all your Flickr content whether you upload it from a computer or your mobile device. From a smartphone, tap the person icon in the bottom right corner of the screen > tap the gear icon in the top right corner of the screen > tap **“Privacy and safety.”** Ensure **“Default post privacy”** and **“Location privacy”** are both set to **“Private.”** Set **“Photo safety level”** to **“Safe”** and **“Safe search filter”** to **“On.”** You can also change the privacy level of a specific photo or video: Click the info icon on the specific photo or video. Choose an option in the dropdown: **“Public,” “Private,” “Friends,” “Family,”** or **“Friends & Family.”** It is recommended to only permit family or close friends to view photos.

Comprehensive Flickr account settings can be modified via computer. Click the camera icon. Select **“Settings”** > **“Privacy & Permissions.”** The recommended settings are presented in the screen capture to the right. Click **“Sharing & Extending.”** Ensure third party applications are not linked as demonstrated in the image.



For a comprehensive Flickr security walkthrough, visit the following URL:
<https://safety.yahoo.com/SafetyGuides/Flickr/index.html>

PHOTO SHARING SITES

Privacy Settings (Continued)



Click the person icon in the top right corner of the screen > select **“Settings”** > Select **“Privacy”** tab. Use the image to the right as an example for security settings. Select the **“Apps”** tab. Use the image at the bottom of the page as an example for security settings. Ensure third-party applications, such as Twitter and Facebook are not linked to your Photobucket account.

Privacy

Personal Albums **Privacy** Apps Notifications Mobile Account

Followers

Allow others to follow me. You currently have no followers.

Content Privacy

Allow others to copy, download and/or print my photos & videos

Allow comments in my albums

Show where my photos were taken

When I upload, permanently remove information about where my photos were taken

File Name Scrambling

To protect your privacy, we recommend that you select the options to scramble both future and past upload file names. However, if you intend for your photos to be public or used for business purposes, we recognize that you may not want to scramble.

For Future Uploads **For All Previous Uploads**

(Recommended) During upload, scramble file names to make links hard to guess

Scrambling file names changes links.
You will need to re-establish published links once the scramble is complete.

Album Privacy

Applications

Personal Albums Privacy **Apps** Notifications Mobile Account

Connected Services

Connect your social profiles to Photobucket for quick sharing and for finding friends.

Facebook

Twitter

Although it is possible to set Photobucket albums to "private," this does not prevent the photos within being accessed by someone who knows or can guess the URL.

WIFI SECURITY

Best Practices

- Create passwords that are sufficiently long and complex, and that include upper and lowercase letters, numbers, and symbols. Consider a multi-password phrase that does not consist of dictionary-based words. An example would be “ILuvF00tb@77” from the phrase “I love football.”
- Turn off your wireless network when you will not be using it for an extended period.
- If you have guest-access set up for your network, ensure that it is also password protected.
- If possible, turn on automatic updates for your network devices’ firmware. If they are not offered, periodically check for firmware updates on the network devices’ website(s) and manually download and install them.
- If your router is compromised or if you cannot remember the password, you can restore it to the default factory settings by pressing the reset button usually located on the back of the router.
- Position the router away from windows and as far into the interior of your house as possible to limit the range of the wifi signal outside your home.

Wireless Router	Physical hardware that allows users to connect their devices to a shared internet network.
Service Set Identification (SSID)	Public name of a wireless network.
Pre-Shared Key (PSK)	Authentication mechanism that mandates a password. Adds additional security to wireless networks.
Hypertext Transfer Protocol Secure (HTTPS)	Uses various encryption protocols to add additional security to HTTP.
Media Access Control (MAC) Address	Unique, individual identifier assigned to computers and devices.

WiFi Security Level	Level of Security	Explanation
WEP	Low	Old encryption protocol. No longer considered a standard. Highest risk next to an “open” network
WPA	Low-Moderate	Old encryption protocol. Better than WEP but should not be used when more modern encryption is available.
WPA2	Moderate-High	WPA2-PSK (AES) is the most secure option which uses the latest wifi encryption.
WPA3	High	Approved and replacing WPA2 as the new and more secure option for wifi security. Not available on all devices.

WIFI SECURITY

Accessing Your Router

To change your password, log on to the router online. To do so, enter the appropriate IP address, username, and password. If you do not have this information, contact your Internet Provider.

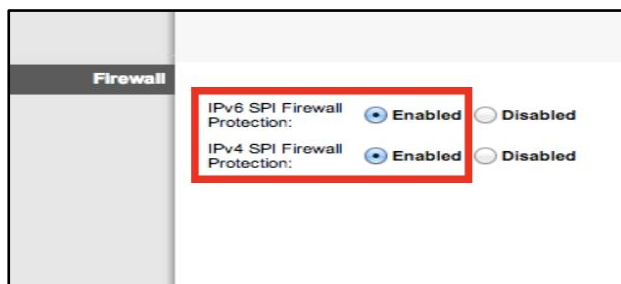
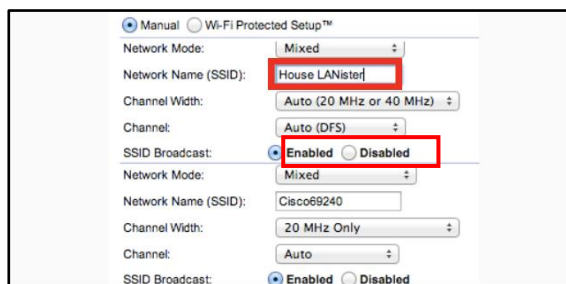
It is **important** to understand that when your internet is set up by the Internet Provider, they are not required to set it up using WPA2. It is recommended that you ask that your internet be set up with WPA2 and acquire the username and password at the time of service.

When setting or changing your username and password, it is important to use a strong password unrelated to any personal or family attributes.

Lastly, it is important to create a "Guest Account" and password separate from the "Admin"/"Family" account and password.

Creating a Unique Service Set Identifier (SSID)

When creating a name for your wifi (SSID,) it is important to consider who will be seeing it. For instance, if you decide on the family last name and number of family members, then anyone within range will be able to see your last name and likely piece together what the numbers represent. Alternately, if you name your SSID "FBI Van," that may call attention to your network and invite nefarious activities. It is recommended that you choose a name for your SSID that is generic in nature. If you would like to hide your SSID so that it does not broadcast to the public, simply select "Disabled" from the "SSID Broadcast" section. Note that while it is nice to be able to disable the broadcasting of your SSID, it can be "unhidden" by any individual requesting "hidden wifis."



Firewall/Internet Protocol

Internet Protocol (IP) is the infrastructure protocol that provides an identification and location system for computers on networks and routes traffic on the Internet. IPv4 is slowly being replaced with IPv6. It is important to understand that if you are running a VPN on your system, IPv6 may not be supported. Check the VPN provider's website to see if both versions are supported. You can also visit a "What is my IP address?" site that pulls both IPv4 and IPv6 to check if you are properly covered. If IPv6 is not covered, you can choose to disable it through settings.

Children's Learning Devices: If you have children who play with devices like Leapfrog or Vtech games and you disable your SSID broadcasting, these devices will not be able to locate your wifi network.

WIFI SECURITY

Enabling Hypertext Transfer Protocol Secure (HTTPS)

HTTPS is a variant of the standard web transfer protocol (HTTP) that adds a layer of security on the data while in transit. HTTPS enables encrypted communication and secure connection while on the Internet. It is used by websites to provide enhanced security for customers' financial transactions or where personally identifiable information (PII) is shared. Enabling HTTPS on your servers is a critical step in providing security for your web pages. It is recommended that you enable HTTPS in order to further protect you and your family while navigating the Internet.

A screenshot of a router's web interface. At the top, there are two password fields: 'Router Password:' and 'Re-Enter to Confirm:', both with masked characters. Below these, there are two radio button options for 'Access via:'. The 'HTTP' option is unselected, and the 'HTTPS' option is selected and highlighted with a red rectangular box. At the bottom, there are two radio button options for 'Access via Wireless:'. The 'Enabled' option is selected, and the 'Disabled' option is unselected.

Encryption

Between the optional WEP, WPA, WPA-PSK, WP2, and WPA2-PSK algorithms, you should select WPA2-PSK and AES (a crypto-graphic cipher that is responsible for a large amount of the information security that you enjoy daily) for encryption. The PSK password should be long and complex, but different from the administrative router-access password.

A screenshot of a router's web interface showing encryption settings. The 'WPA-PSK/WPA2-PSK' option is selected with a radio button. Below it, there are three fields: 'Version:' with a dropdown menu showing 'WPA2-PSK' (highlighted with a red box), 'Encryption:' with a dropdown menu showing 'AES', and 'PSK Password:' with a text input field containing 'RRatJlsSJaKH%1798'.

MAC Address Filtering

MAC address filtering allows you to define a list of devices' MAC addresses so that only those devices can access your wifi. In order to do so, follow the steps below: Add the MAC address of each device you want to authorize access to your network. Next, enter the MAC address and a brief description of the connected device for filtering. Finally, enable MAC address filtering to ensure that only approved computers and devices can connect to your router. Click the 'Add' button when done entering authorized devices.

ADDITIONAL RESOURCES

Free Annual Credit Report

<https://www.annualcreditreport.com>

USA.Gov

<https://www.usa.gov/identity-theft>

Stay Safe Online

<https://www.staysafeonline.org>

On Guard Online

<https://www.onguardonline.gov>

Equifax - ID Protection Kit

<https://www.equifax.com/personal/identity-theft-protection>

Child Identity Theft - Transunion

<https://www.transunion.com/fraud-victim-resource/child-identity-theft>

Opt Out Prescreen

<https://www.optoutprescreen.com>

Federal Trade Commission - ID Protection Tips

<https://www.consumer.ftc.gov/topics/protecting-your-identity>

IRS - ID Protection, Prevention, Detection, and Victim Assistance

<https://www.irs.gov/Individuals/Identity-Protection>

Netsmartz Workshop for Parents & Guardians

<https://www.missingkids.org/NetSmartz>

Organization for Social Media Safety

<https://www.ofsms.org/>

FBI Parent's Guide to Internet Safety

<https://www.fbi.gov/stats-services/publications/parent-guide>

Kids Games

<https://sos.fbi.gov/>

Safety Reviews for Games, Websites, & Apps

<https://www.common sense media.org>

Opt Out of Interest-Based Advertising

<https://www.networkadvertising.org/choices>

Google Privacy

<https://policies.google.com/privacy>

DMA Choice (Direct Mail)

<https://dmachoice.thedma.org>

Social Media Help (for updated Privacy information)

<https://www.facebook.com/help>
<http://search.twitter.com>

SAFEGUARD

Digital Identity Protection Toolkit