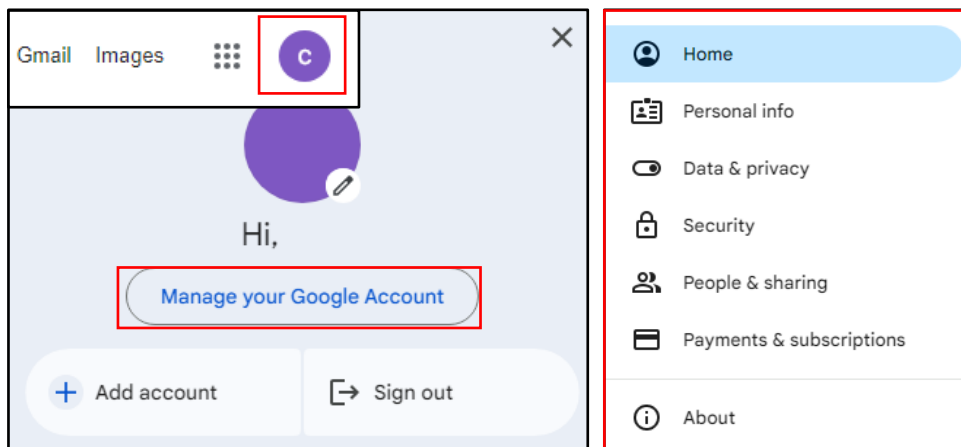


- **Do** limit your personal details when creating a Google Account as there are some that everyone can see on certain google services.
- **Do** ensure you update your passwords periodically, or whenever you think someone may have stolen it.
- **Do** use Two-Factor Authentication to protect all your 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](#)

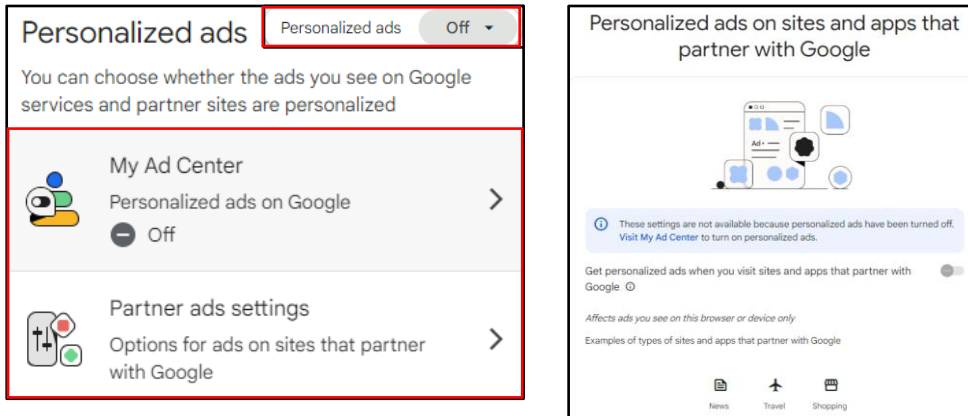
Web & App Activity	On	>
Location History	Paused	>
YouTube History	On	>

See and delete your history anytime

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

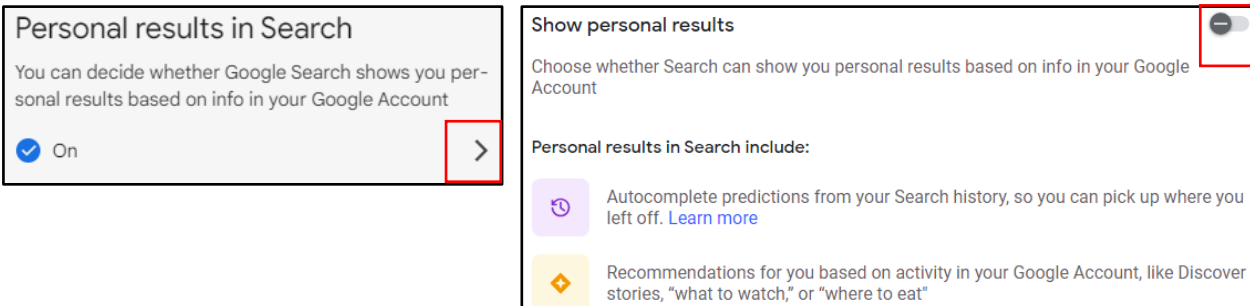
## Data & privacy

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.



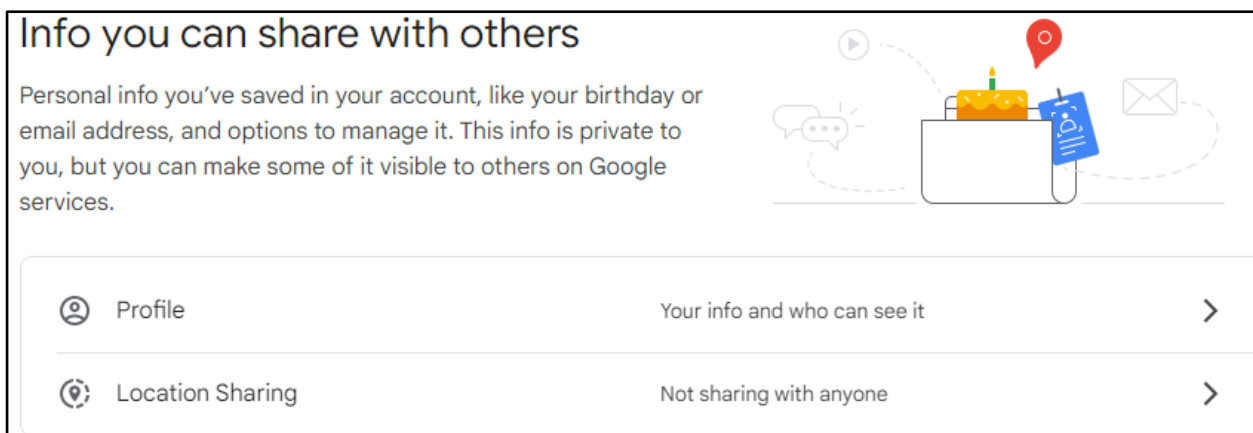
## Data & privacy

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.



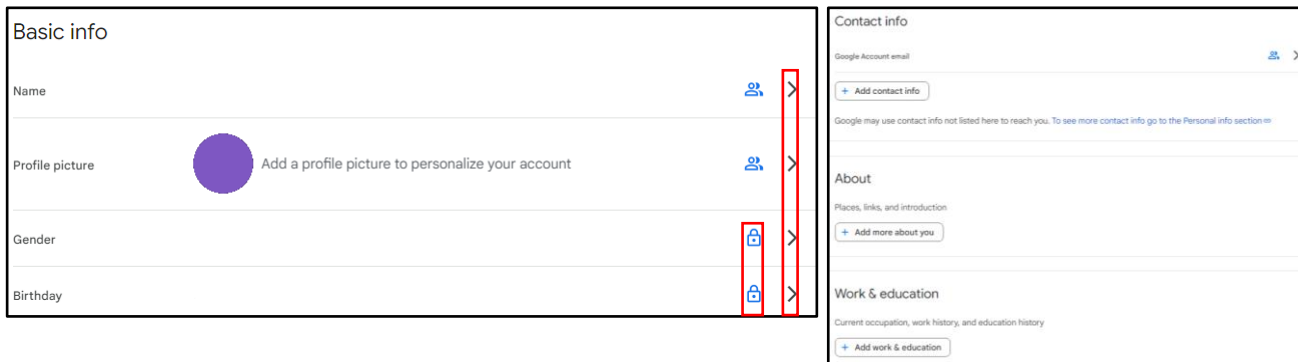
## Data & privacy

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



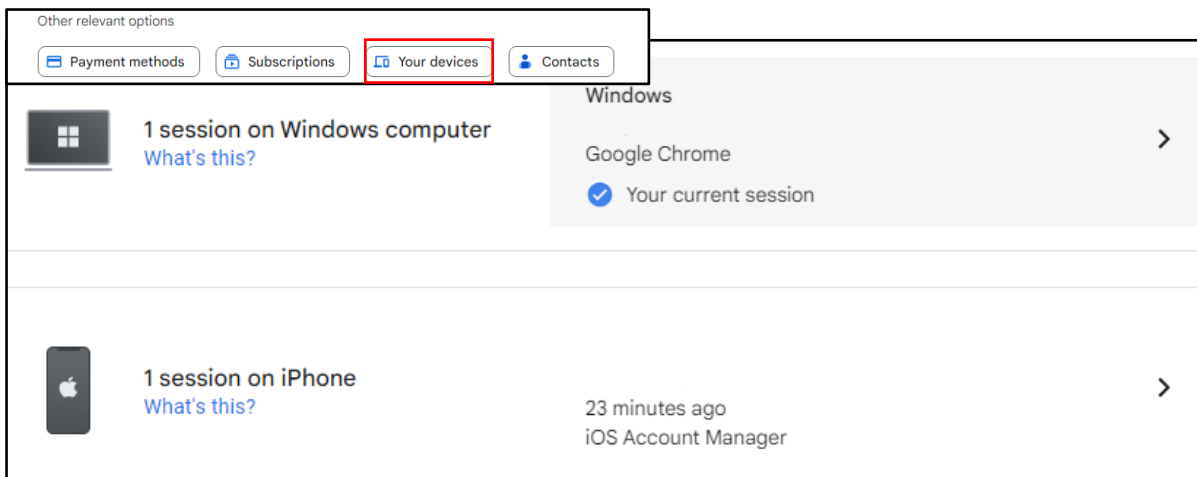
### Info you can share with others

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' section. It includes a sub-section for 'Apps and services' with a 'Third-party apps & services' link highlighted in red. To the right, the 'Download or delete your data' section is also highlighted in red, containing two options: 'Download your data' and 'Delete a Google service'.

The screenshot shows the 'More options' section. It includes two options: 'Make a plan for your digital legacy' and 'Delete your Google Account', both highlighted in red.

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](#)