

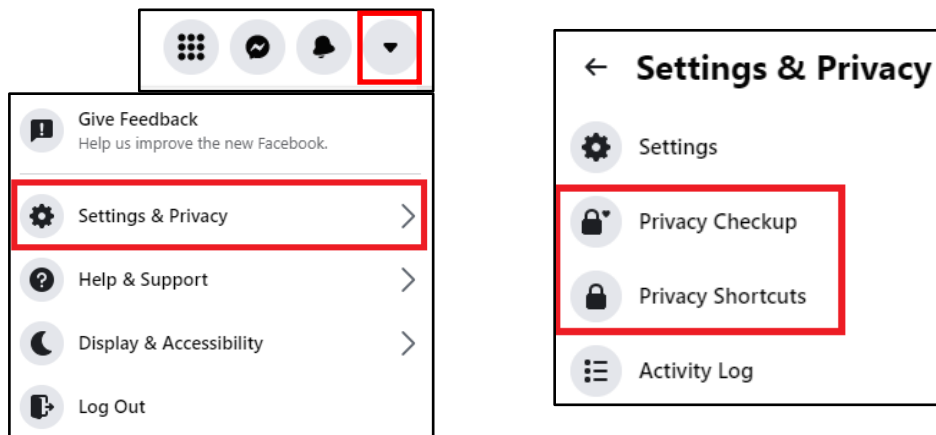
# FACEBOOK

- **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

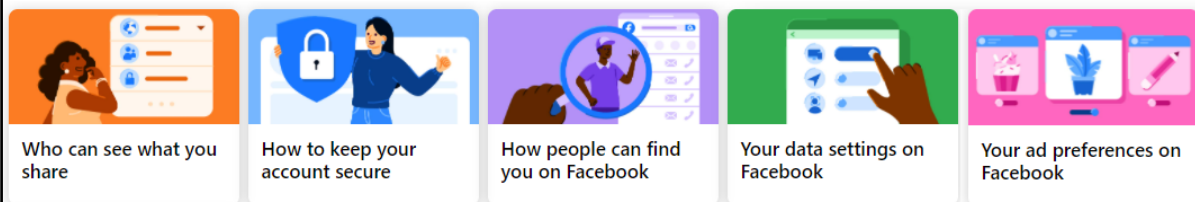
Starting at the Home Page, select the Down Arrow in the top right corner (shown below) and select “Settings & Privacy.” Next, select “Privacy Checkup” and walk through each box on the screen that follows. This is an abbreviated version of the full privacy settings review. You could also use this feature 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.


Settings	General Account Settings																		
<ul style="list-style-type: none"><li>General</li><li>Security and Login</li><li>Your Facebook Information</li><li>Privacy</li><li>Face Recognition</li><li>Profile and Tagging</li><li>Public Posts</li><li>Blocking</li></ul>	<table border="1"><tr><td>Name</td><td></td><td>Edit</td></tr><tr><td>Username</td><td>https://www.facebook.com/</td><td>Edit</td></tr><tr><td>Contact</td><td>Primary</td><td>Edit</td></tr><tr><td>Ad account contact</td><td></td><td>Edit</td></tr><tr><td>Memorialization Settings</td><td>Decide what happens to your account after you pass away.</td><td>Edit</td></tr><tr><td>Identity Confirmation</td><td>Confirm your identity to do things like run ads about social issues, elections or politics.</td><td>View</td></tr></table>	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
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.”

**Where You're Logged In**




 Windows PC · Merrifield, VA, United States Chrome · Active now	
 Google Pixel 4 XL · Merrifield, VA, United States Facebook app · 14 hours ago	 <b>Not You?</b> <b>Log Out</b>

[See More](#)

 Save your login info  
It will only be saved on the browsers and devices you choose [Edit](#)

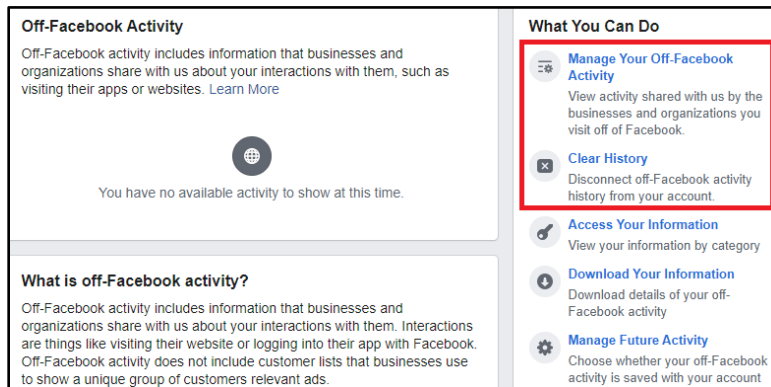
It is recommended that you enable Two-factor Authentication in order to give your account the highest level of security available. Click on the “Edit” button to the right of “Use two-factor authentication” and choose the security method you prefer or are most familiar with. A security code will be sent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

**Two-Factor Authentication**

 Use two-factor authentication <b>On</b> · We'll ask for a code if we notice an attempted login from an unrecognized device or browser. <a href="#">Edit</a>
 Authorized Logins Review a list of devices where you won't have to use a login code <a href="#">View</a>
 App passwords Use special passwords to log into your apps instead of using your Facebook password or login codes. <a href="#">Add</a>

# 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.

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

# 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](#)

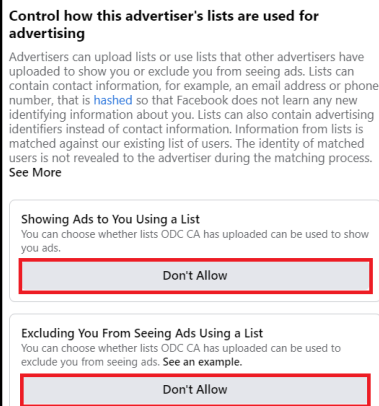
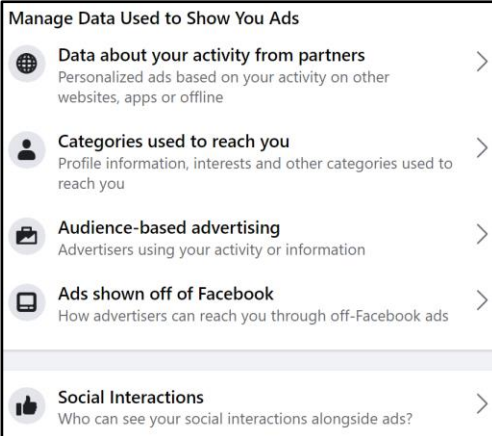
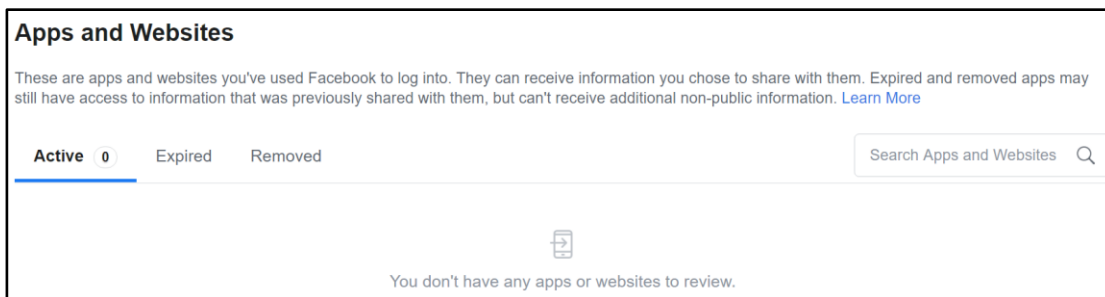
# FACEBOOK

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.

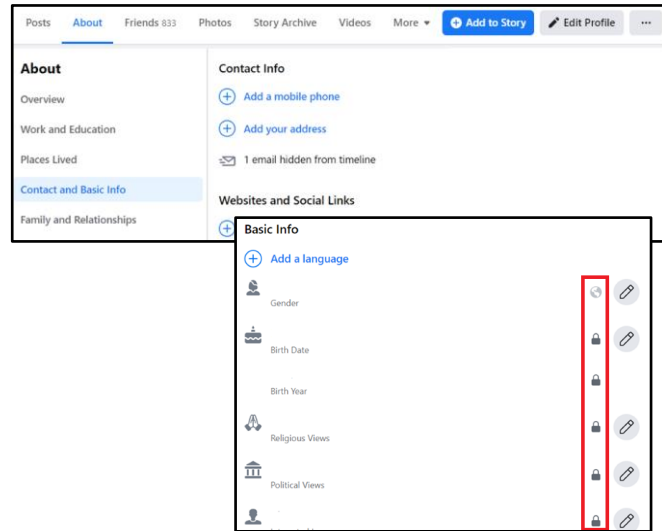


On the left side “Settings” menu select “Ads.” This will take you to the “Ads Preference” section. Most important here is the “Ad Settings” section. In this section you can manage where Facebook allows ads to pull information about you from. It is recommended that you do not allow Facebook to personalize 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.

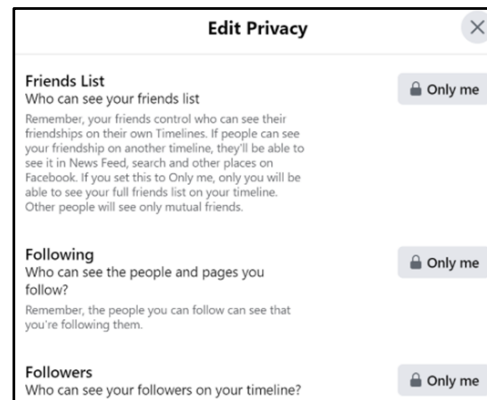
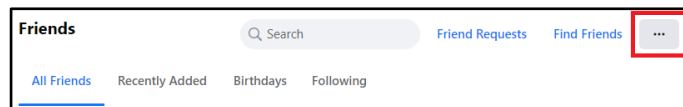


# FACEBOOK

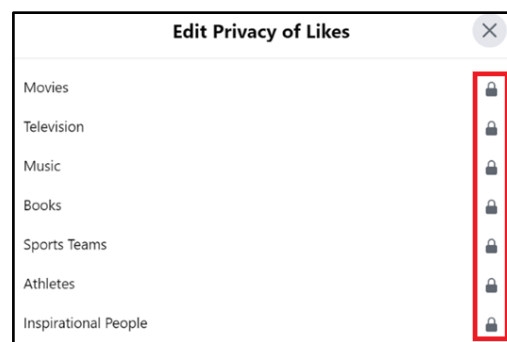
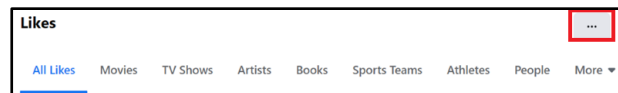
Now that you have completed the “Settings” sections, let’s secure your personal profile information. From the “Home” screen, select your profile picture or username to take you to your profile page. Next, select “About” on your profile page. You should go through each topic in the “About” section and 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.