• <u>Do</u> 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.

• <u>Do</u> 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.

• <u>Do</u> change your password periodically and turn on Two-Factor Authentication to help keep your account secure. • <u>Don't</u> 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.

• <u>Don't</u> forget to remind family members to take similar precautions with their accounts. Their privacy and share settings can expose your personal data.

Privacy Settings	
is highly recommended that you set our account to "Private."	31 281 646 Posts Followers Following
elect the "Menu" icon located t the top or the bottom of your screen. hen scroll down to "Account Privacy."	
t the top, you'll see the "Account rivacy" section, then toggle "Private	< Settings and activity Q Search
ccount" to "On."	Your account 🕫 Meto
	Baseward acquirity parsonal datails ad
	Manage your connected experiences and account settings across Meta technologies. Learn more
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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)

SAFEGUARD Digital Identity Protection Toolkit



Account settings

"Account settings" portion. Here you should review the tabs "Password and security,"

Still in the "Accounts Center," there is the

"Personal details," "Your information and permissions," and "ad preferences" as

Password and security

Manage your passwords, login preferences and

curity issues by running checks across apps

0 >

>

0 >

0 >

Login & recovery

Change password

Two-factor authentication

recovery methods.

Saved login

Security checks

devices and emails sent

Login alerts

Recent emails

Security Checkup

Where you're logged in

highlighted in red.

Account Center

Instagram consolidated your Password, security, personal details and ad preferences all under the "Account Center."

Once in "Account Center," you will see "Sharing across profiles" and "Logging in with accounts." These let you add accounts so you can share your Instagram story on your Facebook. It is recommended that you don't link these accounts.



Password and security

While in this tab, you should look at the "Saved login" tab. It is recommended that you have this turned off, so that if someone gets access to your device, they wont have access to your account without the password. You can also go through the "Security checks" where it is recommended you go to the "where you're logged in" to tab so you can see if there are any unauthorized devices, as well as turn on "Login alerts," so to be notified if someone logs into your account

It is recommended that you change your password at least once a year, for security purposes and always keep two-factor authentication enabled. If you suspect that someone has access to your account, or got a notification that it was logged into, immediately change the password.

Your Activity

Once you're done in "Accounts Center," go back to "Settings and activity." Here you can scroll down to get to "how others can interact with you." Once there, go to "Messages and story replies." Here you can control your "Message controls," "Show activity status," and "Security alerts." It is recommended you go through these features and at minimum have the "Security alerts" options enabled. Next is "Tags and mentions," which allows you to decide who can tag and mention you. It is recommended you manually approve tags, as even if your account is on private, if the person who tagged you isn't, then anyone can see those photos. You Should also go through "Sharing," to limit what on your account is allowed to be shared; coupled with "Limit Interactions" to limit the interactions from recent followers and those who don't follow you.

How others can interact with you	Kessages and story replies	Message Controls	
 Messages and story replies 	How people can reach you	Decide whether message requests go to your chats list, your message requests folder, or whether to receive them at all.	
a Tags and mentions	> Message controls >	Your followers on Instagram Requests >	
Q Comments	Story replies Others on Instagram Requests		
🗘 Sharing	> Who can see you're online	Group chats	
Restricted 0	> Show activity status >	Not all mes Activity Status	
() Limit interactions	> Show read receipts >	show Activity Status	
Aa Hidden Words	> End-to-end encryption	Allow accounts you follow and anyone you message to see when you were last active or are currently active on Instagram apps.	
+S Follow and invite friends	> Security alerts >	When this is turned off, you won't be able to see the activity status of other accounts. Learn More	
		You can c Security alerts	
C Tags and mentions	Sharing	Your devices or keys change Contacts' devices or keys change	
Who can tag you	What neonle can share	Show alerts when you or your contacts log in on a new device or change keys. Alerts for contacts will appear in	
Allow tags from everyone	what people can share	your chat with them. Learn more	
Allow tags from people you follow	Featured content on Shops	< Limit interactions	
Don't allow tags	Respond to open requests and manage your featured content.		
Choose who can tag you in their photos and reels. When people try to tag you, they'll see if you don't allow tags from everyone. Potential spam will always be filtered.	Allow others to share your stories if you mention them		
How you manage tags	Their story will be visible for an additional 24 hours. They control who sees it.	You're limiting interactions from recent followers and	
Manually approve tags	Allow story sharing in messages	accounts that don't follow	
Review tags >	When this is on, people can share your story in a message to someone else on Instagram.	, , , , , , , , , , , , , , , , , , , 	
Who can @mention you	Allow notes on posts and reels	What iv You turned on Limits. Most in messages, story replies, tags and	
Allow mentions from everyone	When this is on, people can add notes to your posts and reels. You may not see some notes based on the audience.	Who will be limited	
Allow mentions from people you follow	Allow posts to be visible in collections	Recent followers and accounts that don't follow you	
Don't allow mentions	shared with others	When we'll remind you to turn this off >	
Choose who can @mention you to link your account in their stories, notes, comments, live videos, and captions. When people try to @mention you, they'll see if you don't allow @mentions.	When this is on and someone adds your posts to a shared collection, your posts will be visible to the audience of that collection. Your username will always appear with your posts. Learn more		

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Settings and activity

Back to "Settings and activity," continue scrolling down to get to the "Your app and media" section. Once here, go to the "Device permissions" section. It will show what Instagram has access to on your device. It is recommended that you at minimum have "Contacts" and "Location services" turned off. Next go to the "Website Permissions" tab. Under, "Apps and websites," ensure that there are none that are actively linked to your account.

Settings and activity	K Website perm	nissions	Apps and websites
Content preferences	Apps and websites	>	Active Expired Removed
🕅 Like and share counts	Message Links	>	
Your app and media	C Device perm	issions	
Device permissions	Your preferences		\frown
▲ Archiving and downloading >	Camera	Allowed >	(合)
(f) Accessibility and translations	Contacts	Not allowed >	No active apps
🕲 Language >	Location Services	Not allowed >	You don't have any active authorized apps
.III Media quality >	Microphone	Allowed >	
Website permissions	Photos Allowed ·	Selected photos >	
For families	[]		
옷 Supervision >		X Meta	nter
		Supervision for f	amilies
Settings and activit Scroll down to "Supervision," where it parent, you can manage your child or When turned on, you will be able to s history, messages and posts even if t account set to private. This is automa once the teen turns 18, so make sure birthday is accurate.	y f you are a teens account. ee their search hey have their atically removed your child's	 Invite your teen to supery ou can give them extra so on Instagram. You won't see their sear messages or posts unleg public account or you for outpublic account or you for anytime, and it's automa when the teen turns 18. Learn more about super teans outpublic account or you for the teans the tean turns 18. 	vision so upport Se the shistory, is they have a llow them. hove supervision trically removed
		Get starte	d
It is recommended to supervis don't put themselves or your stra	e your teens acti family at risk witl angers on the int	vity online to h their posts c ernet.	make sure that they or interactions with

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.)

			Never
Location	Never >	Never	Ask Next Time Or When I Share 🗸
Photos Se	elected Photos >	Ask Next Time Or When I Share	While Using the App
🛞 Local Network		While Using the App	App explanation: "Instagram uses this to make some features work, personalize content and help
Microphone		App explanation: "Instagram uses this to make some features work, personalize content and help people find places. You can always change this	people find places. You can always change this later in your device settings."
Camera		later in your device settings."	Precise Location
Siri & Search	>		Allows apps to use your specific location. With this setting off, apps can only determine your approximate location.
Notifications Banners, Sounds, Badges	, Announce >		
Background App Re	efresh		
🕐 Cellular Data			

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 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."

Cancel

experience.

ask you for more information as to why you are reporting it, and then offer

suggestions to improve your 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.

I POSTS	🍎 IGTV	SAVED	② TAGGED
<	Tagged Mana	ge 	
□ Save	ູ່ດີອີ QR code	Pho	otos and Videos of You move Me From Post
About this a	account	Hi	de From My Profile
Report	15		Learn More

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

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.



