



# Facebook

## Privacy & Security Guide | Presented by SocialMediaSecurity.com

### WARNING!

Online social network websites can be hazardous if you don't change the default settings!

**Instructions:** Start with the "5 Tips" below then configure your Facebook account with the suggested Privacy and Security settings in this guide. These settings should be your "baseline". Adjust them based on your own needs and level of risk.

**Please read this guide and pass it on to friends and family members!**

## 5 Tips for using any Social Network

- 1) Set appropriate privacy and security defaults and choose a complex/unique password for your account.
- 2) Be careful installing third-party applications. Don't install applications from sources you don't trust.
- 3) Only accept friend requests from people you know directly.
- 4) Read the privacy policy and terms of service carefully. Limit personal information you share.
- 5) Be careful what you post. Consider all information and pictures you post as public!

## Privacy Settings - Profile

The following is a list of suggested settings that can be found under settings at the top then **Privacy Settings**. These are for the **Basic** tab:

Profile – **Only Friends**

Basic Info – **Only Friends**

Personal Info – **Only Friends**

Status and Links – **Only Friends**

Photos Tagged of You – **Only Friends \***

Video's Tagged of You - **Only Friends**

Friends – **Only Friends**

Wall Posts – **Only Friends** (ok to allow friends to post to your wall by checking the box here)

Education Info – **Only Friends**

Work Info – **Only Friends**

\* Edit each of your Photo Albums Privacy Settings to **Only Friends**. Facebook by default sets each of your photo albums to **Everyone**.

The following settings are for the **Contact Information** tab:

IM Screen Name – **Only Friends**

Mobile Phone – **Only Friends \***

Other Phone – **Only Friends \***

Current Address – **Only Friends \***

Website – **Only Friends**

Email Address – **Only Friends**

\* Be careful posting this type of information! Do you really want everyone on your friends list to know your phone number and address? Do you know all the people on your friends list personally?

## Privacy Settings - Search

The following settings are for the **Search** section under the privacy settings:

### Search Discovery Section

Search Visibility – **Everyone** (not setting this to everyone defeats the purpose of social networking...you want your friends to find you!)

### Search Result Content Section

By default Facebook lets everyone see your picture and your friend list!

Only check the following two boxes:

**A link to add me as a friend**

**A link to send me a message**

### Public Search Listing Section

Deselect the checkbox under **Public Search Listing**. Enabling this setting allows anyone to search for your profile with a search engine like Google!

This is one of the most important settings because this will prevent people and data aggregators from finding out you have a profile in Facebook.





### Privacy Settings – News Feed and Wall

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The following settings are for the News Feed and Wall section under the privacy settings:

#### Actions within Facebook Tab

Only check the following boxes:

**Comment on a Photo**

**Comment on a Video**

**Comment on a Posted Item**

**Post on a Discussion Board**

#### Facebook Ads Tab

There are only two setting on this tab, set both to **No one**. You don't want to show up in Facebook ad's now do you?

Allow ads on platform pages to show my information to – **No one**

Show my social actions in Facebook Ads to – **No one**

### Privacy Settings – Applications

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**How applications work:** Facebook applications your **friends** install can view your name, networks, list of friends and anything else you share on this page. If you installed an application, that application can **view your friend's information they share!** If you want to **completely** lock down the information you share, you need to uninstall every application you have installed then select the radio button for: **Do not share any information about me through the Facebook API**. However, if you are creating a new Facebook account you can easily select this radio button because you have no applications installed.

If you have applications already installed (and don't want to remove them) we suggest you uncheck all the boxes under **Share my name, networks, list of friends, as well as the following information** to limit the information that applications can view.

Finally, check the following two boxes:

**Don't allow friends to view my memberships on other websites through Facebook Connect.**

**Don't allow Beacon websites to post stories to my profile.**

### Profile Information

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Your profile information is set by clicking on **Profile** near the upper left side of the main Facebook page then clicking on the **Info** tab, then **Edit Information**.

**Use caution when setting your profile information!**

We recommend that when putting information in your profile you consider the following:

1) **Don't show your real birthday.** Use a fake birthday instead. Birthdays are sometimes used as a means to verify your identity and could be used against you. There have also been security issues with Facebook applications in the past that have inadvertently exposed birthdays to the public.

2) It's ok to share information about your hobbies and interests but **use caution when posting your phone numbers, address and work information.** Even something as simple as political or religious views could be used against you or in a way you didn't approve of.

For example, what if a future employer found your Facebook profile and didn't like your views on a particular subject? What if your current employer found your profile? What would they think?

3) **Watch the pictures that you post!** Sure, those pictures of you drunk at that last party were cool but think about if those pictures made their way out to the entire Internet? Remember, your friends can still copy your photos and save them outside of Facebook.

4) **We advise not posting information about your current employer.** However, several factors should influence this decision:

Your risk level, the business you are in, and how your employer might perceive you and other employees letting the world know you work for them.

**Finally, treat all photos and profile details as public information!**

**Even with the privacy settings in this guide all information you post and pictures you upload can find it's way outside of Facebook or used for a purpose you didn't approve of!**

