Identity and Privacy: An Owner's Guide

Personal Data
- Name
- Home Address
- Business Address
- Identity Card No
- Passport No
- Driving License
- Income Tax No
- Car Registration
- Other

Confidential Data
[Identify Person]
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THINGS TO CONSIDER ABOUT PROTECTING YOUR IDENTITY

• When buying a new car don’t leave all the paper work 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 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 of the situation might end up saving you a lot of time and hard earned money.
• Consider turning off your Wi-Fi as soon as you get into your car to leave your house. #habitscanbegood
• Consider how many people have access to public Wi-Fi, then consider only using privately secured Wi-Fi.
• Consider an open-phone policy with your children so you can access their phone anytime 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. #keepingourkidssafe
• 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 of your email and social media accounts when you are not using them, especially on your computer. Doing so will limit the access and abilities of an intruder if they are able to hack in. #protectyourdata

Top Data Breaches of FY 20 That You Should Know
Checking breaches monthly will help to ensure you do not fall victim to identity theft

Instagram, TikTok & YouTube - Aug 2020
Razer (Gaming) - Sept 2020
Acctivision (Gaming) - Possible Sept 2020
Staples - Sept 2020
Barens & Noble - Oct 2020
Mashable.com - Nov 2020
Expedia, Hotels.com & Booking.com - Nov 2020
FireEye - Dec 2020
Spotify - Dec 2020
Microsoft - January 2021
Peekaboo Moments - Jan 2021
What to lock down
- Any PII Information
- Your credit report
- Your child's credit report
- Your social media accounts (recommend utilizing smartcards to lock accounts down)

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

Actions to Take in 2021
- Recommend turning on Two Factor Authentication for all devices and accounts that allow such 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 measures
- 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 those emails; most official business emails will not ask for your PII or Password...check those links
- Don’t accept friend requests from strangers
- Consider using a VPN

Actions for the Physical World
- Be aware of your surroundings
- Invest in a home safe
- Shred documents, bills, and any mail
- Do not give out your SSN
- Be mindful of shoulder surfers (whether on your phone, computer, at an ATM, etc.)
- Be mindful of 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
- Be sure to sign the back of any credit or debit card

Note: Be sure to check out https://haveibeenpwned.com/ to see if your personal data, via your email address, has been compromised in any data breach. Not all data breaches are included on this website but it’s a great start to owning your Identity.
HOW TO CONDUCT A 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 existing online presence. There, they can learn about you with just a few clicks of the mouse and a quick Internet search. It is therefore important for you to know just what is out there publicly available about you, and how you might reduce any 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 also, unintentionally exposed information about you. It is important to also review what others may have posted about you especially if you have been tagged, directly linking you to a post and making you much easier to find.

Search Engines

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

Prior to researching, ensure you are not logged into 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 when you have completed all your research. These next instructions are related 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 a City and State, Home Address, or an associated organization. Please see the examples to the left.

Please note that search 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.”

Google does support Boolean logic, however you might, instead decide to use its own search operators which can be found here: https://support.google.com/websearch/answer/2466433?hl=en

You will also want to search your email addresses, usernames, and phone numbers within quotation marks.

If your search results continue to include items that are not relevant, use the dash sign to exclude certain search terms like this: “John Smith” -Pocahontas

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.

Collectively the search engine results will give you an idea of the information that can be quickly collected on you. For example, you may have found and information about previous work experience, hobbies (e.g. races, sporting events), or schools (e.g. graduation announcement). Use that information to conduct further searches such as the example shown to the left.

**Boolean Match Logic**

Boolean Search is a way to organize your search using a combination of keywords and the three main Boolean operators (AND, OR and NOT), to produce more accurate and more relevant results. See the example to the left. Other helpful operators include “ ” and ( ).

**Social Media Search**

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 smartcards to help you lock down your accounts to your own personal satisfaction.

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 Facebook, Instagram, Twitter and LinkedIn Smart Cards to learn how to properly set privacy settings.

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**Additional Examples of People Finder Open Source/Fee Required Sites**

- www.truthfinder.com
- www.findpeoplesearch.com
- www.privateeye.com
- www.peoplefinders.com
- www.usa-people-search.com
- www.spokeo.com
- www.locateplus.com
- www.peekyou.com
- www.thatsthem.com
- www.familytree.com
- www.instantcheckmate.com
- www.zabasearch.com
- www.publicrecords.com
- www.whitepages.com
- www.reversegenie.com
- www.yasni.com

Cont. on page 4.
People Finder Open Source/Fee Required Sites
Conduct searches on various data aggregator sites. Examples include:
www.ussearch.com
www.spokeo.com
www.beenverified.com
www.intelius.com
www.radaris.com
You can conduct an initial search for free, but all of 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 that you do not want publicly available in any of the reports, contact the organization to request that your information be opted out.
Once you’ve opted out of or suppressed any sensitive information you have found, consider setting up Google Alerts so that you’re notified if the information reappears.
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 on any of the accounts indicates 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 that they have not inadvertently posted personal information about you or themselves.

Examples of 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 U.S. 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 its users and by deliberately showing all users the same search results for a given search term. Does not store or compile any of your data to include searched data or personal information (meaning it will not learn from your searches in the same way that Google will). 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.

www.searx.me
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.
Examples of Common 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

Additional Examples of People Finder
Open Source/Fee Required Sites

- www.social-searcher.com
- www.infospace.com
- www.lullar.com
- www.publicrecordsnow.com
- www.findoutthetruth.com
- www.truepeoplesearch.com
- www.checkpeople.com
- www.peoplelooker.com
- www.persopo.com
- www.peoplefinder.com
- https://carsowners.net
- https://allpeople.com
Search Engine Opt Out

Google

https://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.

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).

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.

On the “Search Console” page, you can also track your requests to determine if Google has accepted the removal request.

Bing

To remove a search result or cache from Bing, go to the above URL and follow the steps located on the Bing website, 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 your Microsoft account (formerly Windows Live ID) in order to submit your request and track its progress.

Acxiom

What kind of books do you read? What kind of shoes do you buy? What type of information do Marketers have on you?

Acxiom Corporation is a database marketing company. The company collects, analyzes and sells customer and business information used for targeted advertisements.

Good news! Opt Out of this service simply by following the link shown above. #protectyourdata

Google Analytics Opt Out

To provide website visitors the ability to prevent their data from being used by Google Analytics, they have 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.
**BeenVerified**

BeenVerified 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.

BeenVerified 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 BeenVerified’s 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.

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.

Once your opt-out has been processed, they will instruct their data partners not to return the record you opted out in future People Search results. 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 BeenVerified 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 record opted-out record and will create a new one. Accordingly, 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 BeenVerified to ensure the opt-out process is continuing.

**People Finders**

https://www.peoplefinders.com/manage

Upon request, PeopleFinders 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 course, they are unable 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, they have no control over public records, and do 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 PeopleFinders.com. 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 them on your behalf to remove your information you must visit each site.
Search for your name, names of family members, email addresses, phone numbers, home addresses, and social media usernames using some of the data aggregator links below. Once you have reviewed your information and identified what needs to be removed (if any), you should record your findings to facilitate the removal process. Please note, the information you want removed to 425-974-6194: Peoplelookup, and Phonesbook.

Use the following language on the coversheet:
“As per your privacy policy, please remove my listing from iSearch, ZabaSearch, Public Records, PeopleLookup, PhonesBook, LookupAnyone, and all other affiliated people search sites. Thank you for your help with this personal security issue.”

**US Search/Spock/Lookupanyone**
Opt out of US Search by visiting https://www.intelius.com/opt-out/submit/. Search for your name and click on the appropriate listing. Print the cover sheet and mail or fax a state issued ID or drivers license to the listed address or fax number. http://www.ussearch.com

**Family Tree**
FamilyTreeNow allows you to opt out at https://www.familytreenow.com/optout. The entire process takes place in four simple steps, where you must first select your record and then verify it is in fact your record. After you have found and confirmed your record, you simply click “Opt-Out” and you will have completed the process.

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

**Individual Data Aggregator Removal Links**
PrivateEye, Veromi, PeopleFinders, and PublicRecordsNow are all owned by the same parent company, Confi-Chek.com. You must still opt out of each individually.

- Opt out of PrivateEye by completing the form at: https://www.privateeye.com/static/view/optout/
- Opt out of Fastpeoplesearch by completing the following steps at: https://www.fastpeoplesearch.com/removal and by visiting the Peoplefinders opt out (url below).
- Opt out of PeopleFinders and Public Records Now by visiting: https://peoplefinders.com/manage/
- Opt out of USA People Search by visiting: https://usa-people-search.com/manage

**Radaris**
To opt out of Radaris follow the instructions at: http://radaris.com/page/how-to-remove

**Group Removal Data Aggregator Links/Information**
Intelius owns, or is affiliated with, the below sites. When you request removal of your records, also request removal from this network of sites. Opt-out of Intelius online at https://www.intelius.com/optout. Of the Intelius affiliates, the following require a separate opt out process where you must fax your ID and a letter containing the information you want removed to 425-974-6194: Peoplelookup, and Phonesbook.
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. This process will require a phone call from WhitePages (computer generated) in order to complete the process.
http://www.whitepages.com

MyLife
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. Once they confirm the removal, the listing will be off the site in 7-10 days. http://www.mylife.com

Been Verified
BeenVerified allows you to opt out at https://www.beenverified.com/faq/opt-out/. Search for your listing and claim it by selecting the “>“ on the right side of your record. Enter your email address. You must click the opt out link within the email sent to your account.

PeekYou
To opt out of PeekYou, fill out the form at: http://www.peekyou.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 in your opt out form and a second email in a few days or weeks to tell you that it has been deleted. http://www.peekyou.com

USA People Search
To opt out of USA People Search, go to https://www.usa-people-search.com/manage/ and search for your information. Once you have located your record select “That’s the One.” The next page will be a confirmation that you would in fact like to Opt Out of the USA-people-search database, click the agreement blocks at the bottom of the page and it will complete the Opt Out Process.

InstantCheckMate
To opt out of InstantCheckMate, follow the instructions at: http://instantcheckmate.com/optout
You can opt out by mail or online. You must provide them an email address to send the record removal to.

- Conduct research to see what records data aggregator has collected about you.
- Some data aggregators may have information about you and your family under multiple listings; you may need to repeat the removal process described below for each listing.
- Follow ALL necessary steps to complete the removal process; you may need to mail or fax information to the aggregator.
- Understand that incorrect information may be a good thing and that it might not be necessary to “fix”.
- Do not think removing your information from data aggregators will suppress everything. Information in data aggregators 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.”
- Do not 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.
HOW TO SET UP 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 continuously (as soon as Google recognizes the mention), daily or weekly. 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 http://www.google.com/alerts. It might be helpful to bookmark this page for easier access in the future.

Step 2: Enter Your Search
Under “Alerts” (highlighted below), 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 out 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 you 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. See Step 4 to learn how to further specify search parameters.

Step 4: Choose Search Parameters
Select “Show options” to adjust:

- How often you want to receive alerts (choose as it happens, once per day, or once per week)
- The source of the search (e.g., 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 search results)
- Where to deliver the Google Alerts data (your email address or an RSS feed)

**Modify Alerts**
If you would like to modify your current alerts complete the following steps. Select the “Edit” button next to the alert you wish you 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.

**Delete Alerts**
If you ever wish 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.

“Google Alerts are a simple and free way to monitor what’s going on in your industry…You should also be monitoring your name and business name, that way you know if people are talking about you, your company, and your brand.”

Michelle Arbore, Savvy Social Media

Tip: Emails from Google Alerts are sent from googlealerts-noreply@gmail.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 cluttering.
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 are shown below.

Identify Elements of Social Networking Site (SNS) Accounts

First & Last Name
First and last name are mandatory for almost all SNS accounts. In order to better protect yourself, it is important to make sure your account is locked down and consider having a profile picture that is something other than your photo.

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 for your account.

Location: Address, Zip Code, Country
Location information is required to various levels of granularity depending on the service. It may include address, zip code, and/or country.

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.

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.

Company/Employment Information
Company and employment information are required for professionally-oriented SNS services, where the main purpose is to meet and build your network with other people in your field.

Sexual Orientation/Relationship Status
These fields are most often required in online dating sites, where the main purpose is to meet people.

Mobile 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.

Email Address
Email is the 2nd most common requirement for creating a SNS account. It is used to verify your account during registration and often used as a credential for future log-ins.

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.
• Turn down options to upload and share your existing contacts during registration.
• Check and, if necessary, change privacy settings to protect your personally identifiable information immediately after completing the registration process.
### Identity Information Required During Online Services Registration

<table>
<thead>
<tr>
<th></th>
<th>LinkedIn</th>
<th>Facebook</th>
<th>Twitter</th>
<th>Instagram</th>
<th>Spotify</th>
<th>Amazon</th>
<th>Pinterest</th>
</tr>
</thead>
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<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Username</strong></td>
<td><em>Uses name by default</em></td>
<td>x</td>
<td>X</td>
<td>X</td>
<td>Optional</td>
<td><em>Uses name by default</em></td>
<td><em>Uses name by default</em></td>
</tr>
<tr>
<td><strong>Password</strong></td>
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<td><strong>Birthday</strong></td>
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<td><strong>Email Address</strong></td>
<td>X</td>
<td><strong>Optional</strong></td>
<td>X</td>
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<tr>
<td><strong>Phone Number</strong></td>
<td><strong>Optional</strong></td>
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<td><strong>Country</strong></td>
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<td><strong>Company/Employment Info</strong></td>
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<td><strong>Job Title</strong></td>
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<td><strong>Zip Code</strong></td>
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<tr>
<td><strong>Facebook Account</strong></td>
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<td>Optional</td>
<td>Optional</td>
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<td>Optional</td>
<td>Optional</td>
</tr>
</tbody>
</table>

*Social media sites default to the “name” provided when setting up the account as your Username, instead of asking Users to create a “handle.”

** Facebook requires a mobile number or email address when registering an account. Consider using a Google Voice number for two-factor authentication for additional security.

It is a lot easier to simply sign up or register on a social media site when you link other accounts to them. Usually, it is a simple click of the button; however, it is recommended that you DO NOT do this. If someone gains access to your Facebook account and you have signed up for other SM accounts using Facebook, then that likely gives them access to those other accounts as well. Treat SM account creation just like your password; create a new and unique one for each site you wish to sign up for. Additionally, it is always best to use a current email for any social media use. This way, if something were to happen to your account, you’re immediately notified and can quickly correct 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 to fix.
USING TOR TO ANONYMIZE YOUR ADDRESS

Tor Browser is a free, open source web browser that uses a volunteer network of virtual tunnels and a layered encryption process to anonymize your IP address. Note that Tor anonymizes the origin of your traffic and encrypts everything inside the Tor network; however, it cannot encrypt the data after it comes out of Tor at the destination. Tor can be installed according to the instructions to the right.

1. Visit torproject.org. Download and Install the Tor Browser Bundle to your hard drive or a flash drive.
2. Launch the Tor Browser which can be found at the location you saved the bundle to. Double-click “Start Tor Browser”.
3. Ensure your Tor Browser is providing you with an anonymous IP address.
4. To use a new IP address, click the drop down menu ith the onion next to it and select “New Identity”. Please note that doing this will close all of your currently opened tabs.

Best Practices
• Do always use a secure browser and VPN that anonymizes your IP address when accessing anonymous email services. Be sure your browser is updated regularly.
• Do remember, although the tools anonymize you, if you have to pay with traditional means, you can be identified through that transaction.
• Do use VPN services. They anonymize your IP address, although you will have to submit personal data to sign up for the service.
• Do not access more than one account in a single browser session, and never access popular services such as Google or Yahoo in the same session.
• Do not include personal details in your communication that can be used to identify you, such as your name, phone number or address.
• Do not use anonymous email services on any device that requires personal logins, such as a smart phone with linked accounts.

Warning! Tor is generally used when someone needs to hide their computer’s identity or location. It should not be used as a default search engine for everyday internet browsing. Never visit social networking sites or enter any personal data on any website using the Tor Browser — it is poorly regulated and leaves your information extremely vulnerable to theft.
## Types of Messaging Services Available Online

<table>
<thead>
<tr>
<th>Provider</th>
<th>Service</th>
<th>Primary Use</th>
<th>Data Retained</th>
<th>Data Sharing</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hide My Ass!</td>
<td>VPN Temporary Email</td>
<td>Freely surf the web (VPN). Receive emails and use the inbox for websites that you do not necessarily trust that require you to provide an email address.</td>
<td>IP address, cookies, payment details, username, password, and actual emails. HMA asks for an existing email address at signup but this is optional.</td>
<td>They do not sell personal data to 3rd parties unless required by law. They do share information with members of AVG Group.</td>
<td>VPN as low as $6.99.</td>
</tr>
<tr>
<td>CloakMy</td>
<td>One time message and chat service</td>
<td>One time messaging and chat. You have to send the recipient a unique URL to go retrieve the message.</td>
<td>Logs IP addresses</td>
<td>None, does not share or sell information to others</td>
<td>Email is free.</td>
</tr>
<tr>
<td>ProtonMail</td>
<td>End to end encrypted email</td>
<td>Fully encrypted email, emails are encrypted client side so they are fully encrypted when they get to the Proton servers in Switzerland</td>
<td>Optional additional email upon sign up for account recovery purposes.</td>
<td>Proton if compelled, could only hand over encrypted emails. They do not retain the keys to encryption, the client does.</td>
<td>Free</td>
</tr>
<tr>
<td>HushMail</td>
<td>Email Host</td>
<td>HushMail is an email host just like Gmail or Yahoo. It is accessible through Tor and it does not require personal information to register.</td>
<td>Browser type, operating system, IP address, credit card information when purchasing product. Retains email messages for up to 18 months, encrypted or non-encrypted.</td>
<td>Logs user IP addresses. They have also turned over user data to U.S. authorities in the past due to court orders.</td>
<td>Free</td>
</tr>
<tr>
<td>Signal</td>
<td>Encrypted text messaging</td>
<td>Send one-to-one and group messages, which can include files, voice notes, images and videos, and make one-to-one voice and video calls</td>
<td>Signal users must invite each other using mobile number. The service can encrypt messages but not necessarily anonymize users. The encryption is on the users device rather than the company servers</td>
<td>The messages can be set to self destruct after being read. The app does not retain the message. Signal says it will share information with Third Party service providers, and for legitimate legal purposes.</td>
<td>$49.98/year</td>
</tr>
<tr>
<td>Wickr</td>
<td>Encrypted text messaging</td>
<td>End-to-end encryption and content, expiring messages, including photos, videos, and file attachments and place end-to-end encrypted video conference calls</td>
<td>Wickr users must invite each other using mobile number. The service can encrypt messages but not necessarily anonymize users. The encryption is on the users device rather than the company servers</td>
<td>The messages can be set to self destruct after being read. The app does not retain the message</td>
<td>Free</td>
</tr>
<tr>
<td>Mailinator</td>
<td>Temporary disposable Email</td>
<td>Use the Mailinator address anytime a website asks for an email address. Can only receive email.</td>
<td>No signup required.</td>
<td>Mailinator is a public domain so anyone can read an email if they know what address was used. Use odd names to avoid heavily used inboxes.</td>
<td>Free</td>
</tr>
</tbody>
</table>

There are many email and messaging options out there that can provide a means to send and receive messages anonymously or semi-anonymously. The right service for you will depend on the primary nature of your communications, the cost, and the information you are willing to provide.
**PERSONAL COMPUTER (PC) VERSION**

1. Let’s start to lock down your account 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” as shown to the right.

First, notice the “Profile Image” and “Header Image” sections. We recommend that you do not use photos of yourself for your profile and header photos. These are viewable to the public and present an unnecessary vulnerability. Alternative options include avatars and landscape or other types of photos that are not personal and do not contain identifying information within them.

Below the “Profile Image” section are the “Name”, “Bio”, “Location”, “Website” and “Birthday” sections. These are not required to be filled in, and it is recommended that you leave them blank or generic. 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.). Thus, providing even your birthday could help an identity thief steal your identity.

Now, let’s move on to the “Settings and Privacy” tab on the same menu at the left hand side of your screen. All of these settings need to be separately updated on all the various devices you use to access Twitter, including Android phone, iPhone, and home computers. Twitter is programmed differently on each of these devices, and the settings will not automatically transfer among them. Also, set your “Location” to “Off” on ALL devices.

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*Do be careful when using #hashtags in Tweets as it allows users to index and associate your Tweet with a particular topic.*

*Do ensure that family members take similar precautions with their accounts. Their privacy and share settings can expose your personal data.*

*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.*
Once in “Settings and Privacy” you can review your “Account” information, including “Security” settings and how data, such as your “Username” is displayed. Remember to stop and think about what your “Username” says about you, what is it giving away?

In the the “Account” section, select “Security”. “Two-factor authentication” is the most secure option, and is recommended for your account. Choose your preferred “Two-factor authentication” option, most likely “Text Message”. Also ensure “Password reset protect” is checked. These settings add layers of protection to prevent your account from being hacked.

Next, go back to the left column, under “Settings” and select “Privacy and Safety” (see below). All the sections in RED (below right) are recommended settings that should be selected.

Check the box for “Protect your Tweets”, click on “Location information” and make sure the box on the next screen is unchecked. Ensure “Photo tagging” is “Off”. Remember it is always better to control your information than it is to allow someone else to decide for you.

Note: In addition to the information you share with it, Twitter will use your Tweets, content you’ve read, “ Liked”, or “Retweeted”, and other information to determine what topics you’re interested in, your age, the languages you speak, and other signals. The purpose is generally to show you more relevant content.
Let's scroll to the middle of the page and locate the “Direct Messages” section. Uncheck the first and last boxes in this section in order to limit incoming messages from people you do not know.

Next is the “Discoverability and contacts section” (see right). Ensure both boxes under “Discoverability” are unchecked. It is best to maintain as much control as possible of who is connecting with you.

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

You should not synch accounts, “Remove all contacts,” if there are any in this section, and remember to keep your identifying information off your own Twitter account, in case your contacts try to import your data to any of their accounts.

Below the “Discoverability and contacts “section is the “Safety” section (left). You may want to review this section in order to better control the types of content you see, and more importantly to control what is displayed on your child’s Twitter account.

Hashtags # are used to index key words and topics on Twitter, think of them as the topic of your “tweet” or “post”. Understand that if your account is public and you use a hashtag on a tweet, anyone who does a search on that hashtag may find your tweet. When you add a hashtag to a tweet, Twitter adds the message to the hashtag group so more users see your “tweet”.

#TheMoreYouKnow #dataprivacy #DataSecurity #identitytheft
10. Next, go to the “Personalization and data” section and disable the “Personalization and data” switch, as shown to the left. This will stop Twitter from collecting data regarding your preferences, locations, behaviors and activities. We recommend that you fully disable this function. Twitter will always collect some data on you from your account, for instance based on your Tweets, comments, and engagements within the app. But where you can limit such collection, it is advised that you do, in order to control as much as possible, the extent to which your information is passed around the Internet.

11. Finally, identify the “Twitter for teams” section. It is important to stay in control of who has access to your profile. We recommend you turn the “Twitter for teams” switch off. This will make it so no one can add you to a team without your permission.

12. In order to manage your apps and/or sessions go to “Account” and on the right hand column select “Apps and Sessions”. Here you can go through any apps you may have granted access to your Twitter account and revoke access. Limit which apps have access to your account and your personal information.

13. If you prefer to opt out of Twitter’s interest-based ads, follow these instructions: go to optout.aboutads.info which will then take you outside of Twitter to the Digital Advertising Alliance page where you can not only opt out of ads from Twitter but other ads that might be using your “cookies” to track you. You do need to be logged into Twitter in order to remove the interest-based ads from your account. Additionally, if you are blocking your cookies, you may have to allow access to them prior to beginning the removal process.

App Permissions: Third-party apps may request access to perform different actions using your Twitter account. Apps with “read access” can view your profile info, Tweets, and account settings. Apps with “read and write” access can view the above information, as well as update and manage your profile and account settings, and post, delete, and engage Tweets on your behalf. Always keep an eye on your “Connected Apps”, especially what permissions they have.
Mobile Device Version
*Images are of iPhone Operating System (iOS), but the steps apply equally to Android Operating System (aOS), as differences between the two are negligible.

If you frequently access Twitter on your mobile device, you will want to ensure all of the above procedures are completed. Additionally, you will want to accomplish 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 Twitter access to your location for advertisements and photo geo-tagging.

Getting to the “Settings” section on your smartphone is one of the biggest differences between the computer-based and phone-based accounts and is shown in the screenshots displayed on this page.

**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”, and “Precise Location” to ensure it is disabled. (see images)

**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.” We recommend that you turn this function to “disable” and then select “done.” (images not provided, but similar)

* Images are of iPhone Operating System (iOS), but the steps apply equally to Android Operating System (aOS), as differences between the two are negligible.

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* Don’t provide any identifiable information (e.g. name, hobbies, job title, etc.) on your profile or in your Tweets.

* Don’t link your Twitter account to any third party applications such as Facebook, LinkedIn, or fitness apps.

* Don’t allow Twitter to access your location. Disable location services when posting images on whichever device you are using whether it be iOS, Android or uploading them 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.
Have you noticed any of the following:

- Unexpected Tweets posted by your account
- Direct Messages sent from your account that you did not initiate
- Other account behaviors you didn’t perform or approve (like following, unfollowing, blocking, etc.)
- A notification from Twitter stating that your account may be compromised
- A notification from Twitter stating that 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 that you sign-in online and change your password immediately.

If you said “Yes” to any of the above, Twitter advises you take the following actions:

- Delete any unwanted Tweets 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 that you and only you can access your Twitter account
- Be sure to check that your email is secure. It may be worth changing the password to both your Twitter account and the email associated with your Twitter account.

If you need to report Spam/Fake Accounts/Harassment: Go to https://help.twitter.com/en/contact-us
If your account was hacked: https://help.twitter.com/en/safety-and-security/twitter-account-hacked
If you find that your account has been hacked, it is best to let Twitter know by filling out the “Hacked Account” form located on the forms site at: https://help.twitter.com/forms
If you cannot log in to your email account, Twitter has provided links to each email accounts “having trouble signing in” page for your convenience. https://help.twitter.com/en/managing-your-account/cant-access-my-accounts-email-address
If you still need help or have questions, you can contact Twitter using their Support handle @TwitterSupport.

Important Message from Twitter: Changing an account’s password does not automatically log the account out of Twitter for iOS or Twitter for Android applications. In order to log the account out of 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. If you frequently receive password reset messages that you did not request, you can require that your email address and/or phone number must be entered in order to initiate a password reset. Find instructions and information about resetting your password.
Instagram now provides you with the ability to update your settings on either your mobile device or computer! It is important to note that some settings are available only on your smart device and a few are only available on your computer, most of the settings are available on your smart device!

First, it is highly recommended that you set your account to “Private”. In the mobile application, head to the bottom of the interface to the ”Profile” icon (noted to the right) and select it.

Next, select the “Menu” icon located at the top right of your screen. Select the first option, “Settings”, then select “Privacy.” (Android: “Settings” located bottom of “Menu” section.)

Next, under “Connections”, half way down the menu, select “Account Privacy”, then turn “On” the “Private Account” toggle. If you are on your computer, the “Settings” icon will be located right next to the “Edit Profile” tab. From there, go back to the “Privacy” tab.

Don’t use geo-location tags—this will prevent others from seeing your location. Instagram deletes metadata from a photo the moment of uploading; however, geo-tags that give your location pose a personal security risk.

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.

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.
There are many useful features under the “Privacy” tab. First under “Privacy”, choose “Comments”, then adjust the settings under “Controls”. Especially for children’s/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. (see left)

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 “Tags”. 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 noted “On”, or select this option and toggle it “On”. (see left)

In “Privacy” 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 then toggle “On” to “Off.”

Android users: Under “Account Data”, you can view all changes to your account—use this feature as an activity feed to ensure actions taken on your account have been your own.

Next, head to “Story” listed under “Privacy” (see left). 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”.

It is also recommended that all settings are reviewed in this section and the setting for “Allow Resharing to Stories” be turned “Off” as well.

80% 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. #trustbutverify
The dangers of the “Add Account” feature is significant for teenagers, who are not inclined to consider security and worse case scenarios. No one should allow others to “Add Account”. In fact, you should try not to access your account on someone else’s mobile device, and always remember to log out, especially when using a different device. Dangers of this situation include: friends can post on your behalf, on your account; friends can send messages on your behalf; friends can do all these things when they become angry with you. The dangers are obvious when considering common teenage behavior.

With your “Privacy” secured, the next important feature to address is “Security” on your Instagram account. Back under “Settings”, select “Security”, right 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 phone, they will not also have instant access to your Instagram account.

“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, probably “Text Message”.

There is a function located in “Settings”, called “Add Account”, by which you can add unlimited additional accounts to your mobile device. For instance, a parent would be able to add the child’s account.
to theirs here, and monitor activity. Depending on the settings of the account, you may be able to access the added account without entering a password. Next, head back to the “Settings” menu and select “Account” then “Contacts Syncing”. It is recommended that you forbid Instagram from uploading your contacts by turning “Off” the “Connect Contacts” option.

Finally, for Android Users, back under “Settings”, notice the option for “Payments”. (see left) This feature allows you to add a “Payment Method” to your Instagram account. It is not advisable to store credit card or any other payment information on your account.

Next, let’s go back to the “Account” menu (under “Settings”) and scroll down to the “Linked Accounts” tab. Here you want to make sure you have not linked any of your social media accounts to Instagram. If you have, you will see the username of the particular account to the left of the arrow. The example (left) is clear of connections. If you have any accounts linked, simply select the arrow next to the social media app and unlink the account by selecting “Unlink Account”. Please do check this, even if you believe you have never manually linked an account, just to make sure.

Instagram (on your personal computer / laptop) 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.
and find “Similar Account Suggestions” and deselect the box if checked. Once deselected, Instagram will no longer be allowed to push your profile to other users as “suggested users to follow.”

*This feature can only be locked down on your computer application.

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 which option best applies to that particular post from the drop-down menu. 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.

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 public profile, your tag or comment will be viewable to all.

In order to remove a tag of yourself from someone else’s post you can follow these steps. First, go back to your “Profile” icon and select the “Tagged” icon (see right). 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 “Tag 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, such as iPhone, but it is available on computer.*

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. #protectourkids
Have you noticed any of the following:

- Unexpected posts posted by your account
- Direct Messages sent from your account that you did not initiate
- Other account behaviors you didn’t perform or approve (like following, unfollowing, blocking, etc.)
- A notification from Instagram stating that your account may be compromised
- A notification from Instagram stating that 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 that you sign-in online and change your password immediately.

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

- Delete any unwanted posts 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 that you and only you can access your Instagram account
- Be sure to check that your email is secure. It may be worth changing the password to both your Instagram account and the email associated with your Instagram account. *If you feel your email may have been compromised and need help finding the right contact information for your email provider please see page 21 of this smart book under the “blue box” at the bottom of the page.

If you need to report Spam/Harassment: Go to https://help.instagram.com/contact/383679321740945?helpref=page_content

If your account was hacked: https://help.instagram.com/, then go to “Privacy and Safety Center,” “Report Something,” and finally select “Hacked.”

Also, if you find that 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.”

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

If you received an email from Instagram letting you know that your email address was changed, you may be able to undo this by using the revert this change option in that message. If additional information was also changed (example: your password), and you’re unable to change back your email address, then you should report the account to Instagram.
Facebook published a new platform design in 2020, with the purposes of providing a simplified user experience closer to the mobile app version, faster performance, and new features. Facebook’s new design provides several privacy and security updates, most notably more access to information and explanations regarding your options.

The information provided in these pages will walk through the entire process of locking down your Facebook account. However, if you are in a hurry, you can access an abbreviated version of Facebook’s privacy and security options by going through the “Privacy Checkup” and “Privacy Settings” features on your account and then go back to the full version when you are able.

Starting at your “Home Page”, select the “Down Arrow” in the top right corner (shown here in the top right of the page), select “Settings & Privacy from the drop down. Next, select “Privacy Checkup”, and walk through each box on the screen that follows. Again, this is an abbreviated version of the manual provided here, we recommend you work though this whole Card at your convenience.

You could also use this feature to complete easy quick 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” (shown on the top right of this page), which will take you to the page seen here to the right. Here, you can go through some additional privacy information (all of which will be covered in the coming pages), and access useful information about things like privacy, how Face...

**PERSONAL COMPUTER (PC) VERSION**

New Design & Quick Privacy

- Do use pictures of something other than yourself for cover and profile photos. Cover and profile photos are viewable to the “Public”. Remember if you change your profile picture you must change the privacy setting from “Public” to perhaps “Friends”, Facebook will not do it for you.
- 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. Their privacy and share settings can expose your personal data.
- Don’t add your birthdate, location, phone number, or other personal details to your profile. If you do add this information make sure you set it so that it is not “Public”.
- 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. Understand that not everyone is who they say they are.
- Don’t discuss specific details online, keep discussions general. When posting pictures, ensure that no personal information can be seen in the background. For instance, if you are posting a picture of your car you will want to make sure the license plate is not showing.
Facebook continuously works to enhance its privacy efforts and better protect user data. As a result, many settings have changed and more have been added. To begin, click the “Down Arrow” at the top right corner of the Facebook screen. From the drop down, select “Settings and Privacy”, then “Settings”. You will want to go through each menu item on the next few pages in order to secure your Facebook account.

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

Head back to the left-hand column and select “Security and Login”. Here you can check and update your security settings and see where Facebook has you logged in at, to check for discrepancies.

First, look at the “Where You’re Logged in at” section and ensure you recognize each location Facebook has you logged in from. Some of these locations can be repetitive based on how many times you log in or for each different session. If you do not recognize a location, you can select the “Not You?” tab, and then the “Secure Account” button. Facebook will take you through steps to help you 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. We recommend that you NOT enable this function, and instead choose to log in each time you open Facebook. This way your ac-

I think it is important to fortify ourselves online the same way we would fortify our homes if we knew we were under attack.

- II MEF Commanding General LtGen Hedelund’s response when asked for his take on social media and force protection.
count is secure even if you lose your computer or mobile device. Select the “Edit” button to the right, and then select “Remove saved login info”.

We recommend that you enable “Two-factor Authentication” in order to equip your account with 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 entry each time you log in.

In “Settings Up Extra Security” it is recommended that you choose friends that can help you log in to Facebook should you ever become locked out. This will be especially helpful should your Facebook account get hacked.

It is also a good idea to request notifications in the event that someone logs into your account without your permission. To do this, under “Setting Up Extra Security”, and “Get alerts about unrecognized logins”, to the right, click the “Edit” button. Then select the buttons under “Facebook Notification”, “Messenger” and/or “Email” to direct where you would like to receive such messages. To complete, click on the “Save Changes” button.

Next, go back to the column on the left-hand side and select “Your Facebook information”. Here you can easily manage the information you have allowed onto Facebook or delete your account entirely. * Time Saver...both the “Access Your Information” and “Activity Log” sections take you to the same “Activity Log” page and allow you to manage your information.

An unrecognized login location can be the result of a few different things. First, when signing in via mobile device, you may be routed through an IP address that doesn’t reflect your actual location. Second, Facebook may have inaccurate information. Third, you may remain logged into a device that you logged onto in an alternate location. And finally someone else could have unauthorized access to your Facebook account. If an unrecognized location seems to be due to unauthorized access it is recommended that you immediately go in and change your password on both Facebook and your email account.
Next 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” in order 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-hand 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 here to ensure each section is set to your preference. It is recommended no category be set to “Public”. While it is unrealistic to select “Only Me” to every option here, be sure that each “Friend” you allow access to your information is trustworthy and a known entity. If you have “Friends” on your Facebook that you do not necessarily trust in your inner circle it is a good idea to select “Only Me” where your personal information is concerned (see red block to the left).

We recommend choosing “Only Me” wherever possible but understand that this sometimes undermines the social purpose of Facebook. Still, we strongly recommend you leave the “Only Me” setting for “Who can see your friends list” in order to protect yourself and your social network—this list simply gives away too much information about you. Where you cannot leave “Only Me”, the next best option is to choose “Friends”. Finally, we recommend you do not allow Facebook to link other search engines to your profile.

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

Never become complacent with your Privacy settings. Checking your settings once a quarter could help to keep your information safe online.
Now select “Profile and Tagging” from the side “Settings” menu. Take a few moments here to make sure you agree with all the settings. Here it is recommended that all items be updated from “Public” to either “Friends” or “Only Me.” Also, make sure to turn “On” each section under “Reviewing” so that any “Tag” created with your name on it is reviewed by you in case you do not agree with the content and want the “Tag” removed.

Under “Reviewing”, you can also view your profile from the perspective of the public, people who are not your “Friends”. Simply 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 see that you might want to lock down later, such as old profile pictures.

Next, let us review “Public Posts” by selecting it from the left side menu. It is recommended that you not let the “Public” follow you. Remember, allowing the “Public” to follow you means anyone with a Facebook profile, and possibly even without one, can see what you are posting. Here it is also important to review your “Username,” this will show up in your Facebook page URL (there is no way to hide it). If you do not want your full name displayed to the Public it is recommended you change your URL, which if not changed will display your full name.

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 you do not share location data with Facebook.

Since the “Stories” function has become more popular, it is important to remember it also needs to be locked down. 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 let’s clean up the “Apps and Websites” section on Facebook. For security purposes this section should have zero apps and/or websites listed. If there are any apps or websites listed this means you have allowed either of them to log you in with your Facebook account instead of creating a new account. It is highly

Managing your Facebook Profile is important. Equally as important, is knowing what other users are saying about you.

#ownyourprofile #fbtagging
Some users are so overwhelmed by the curiosity that they tend to ignore some of the risks involved, and inadvertently give the app access to sensitive data. Never give up too much information, drawing out your family members on Facebook could help an Identity Thief answer security questions about you. #themoreyouknow
ries” and the “Other Categories” both of which have additional information to be reviewed and locked down. Now, select “Audience-based advertising” to review each advertiser that uses your information to push your ads. Here, unfortunately you will need 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” (shown already selected to the right highlighted in red) in each section where it is permitted. Finally, select “Ads shown off of Facebook” where it is recommended you select “Not Allowed” in order to prevent advertisers from pushing ads to you off of Facebook.

Now that you have completed the “Settings” sections, let us move on to secure your personal profile information. First, from the “Home” screen, select your “Profile Picture” or “Username”. Next, select “About” on your personal “Profile Page”. You should go through each selection in the “About” section and make sure the privacy settings are as secure as possible. You will see two update opportunities for each item: (First: privacy, and Second: edit). We recommend you choose “Only Me” as much as possible, and “Friends” as a second choice for who each piece of information is presented to. When “editing”, remember to include the least amount of information possible wherever you can, leave your inputs blank, and where you provide information, keep it vague.

*Social Engineers or Human Hackers are more likely to convince you that they know you if they have access to personal information about you. This information can be in the form of your likes/hobbies, friends, events you will or have been to or what schools you have previously attended. They could convince you to meet in person, lend them money, steal your identity, or get close to your children. The best defense is to limit who can see this information about you to “Only Me” or “Friends”.

*You can choose whether this profile information can be used to show you ads in this way. This does not affect whether we can use this same profile information to add you to interests or other categories or to otherwise help us personalize your ads. These settings don't change the information we have on your profile or who can see it.
Below this, is your “Friends” section. Here, select the “Options”, or “...” button in the upper right corner of the section. Select “Edit Privacy” (not shown, but only option), then adjust the settings in the pop-up box (see right). We recommend setting all three options to “Only Me”.

The things you “Like” on Facebook can be analyzed in order to create an accurate profile of you. This information can be a lot more dangerous than you might imagine. In the “About” section, you can control who sees your “Likes” by selecting the “…” button to the right of each interest category (e.g.: sports, music), then 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” above, you will need to repeat the process in each section that is currently visible on your profile or your can head back up to the Profile header menu (shown on the previous page) and select “More” then select “Manage Sections.” If you do not need necessarily need people to be able to view your “Like” it is highly recommended that all “Likes” sections be “Only Me” in order to prevent unknown users from gaining information about you.

Next, as you continue to scroll down the page, you may want to go through all your “Events” to see if there are any you can delete. Also, make sure all your events are set to “Only Me” by hovering over the event title, clicking the “Going” button, and looking to the bottom line of the pop-up for “Visible to the Hosts and Only Me” (not shown). If you have an upcoming “Event” or an “Event” that you are “interested in” that is not set to “Only Me”, be aware that anyone will be able to see that you will be attending that event. You also have the option of hiding the entire ‘Events” section. Go to the “...” button at the top right corner of the “Events” section, select “Hide Section”. This is the quickest and easiest way to secure this information and is what we recommend. Remember to do this in both “Upcoming” and “Past” sections. It is equally important to ensure you “hide” and lock down your “Check-ins” if they are showing as well as your “Reviews.” These three “Sections” create a past, present, and future pattern of life on an individual.
Next is the “Messenger” feature, there are a few things to cover in order to protect your privacy here. First, go to the top of the page to the “Messenger” icon, and see the “Messenger” dropdown. Here you will be able to turn “On” and “Off” your “Status” on “Messenger”. Select the “…” button, then select “Turn Off Active Status”. Choose one of the three options on the pop-up screen and select “Okay”. In this way, you can control who, if anyone, can see that you are actively using Facebook at any given time.

The final section you may want to review on Facebook is your “Messenger” (computer based or application), though this information mainly applies to your mobile device both computer based and application are equally as important to periodically review. Facebook launched a dedicated website interface and separated its messaging functionality from the main Facebook app, allowing users to use the web interface or download one of the stand-alone apps. What this means for you is that you may be taken outside of Facebook sometimes, when you are trying to access Facebook “Messenger”. Also, your computer version of “Messenger” may look different from your mobile device version and will have less features. It is important to look over and go through both the computer based and mobile based applications.

Once logged into Facebook “Messenger”, head to the top left of the screen, select your “Profile Picture” (highlighted above in red). Here you can review all the additional settings “Messenger” has to offer. We recommend reviewing and updating the “Privacy” section on Messenger periodically. Here users can turn on and off “Secret Conversations” and select the audience they want their “Stories” to reach. Once you have updated your “Privacy” settings go back to the main settings page and review your “Phone Contacts” to make sure you didn’t inadvertently allow Facebook access to your contacts. You can also review “Message Requests” and “Account Settings” for Facebook right from your Messenger. You can also review your “Account Settings” (e.g.: personal info, privacy, ads) on Facebook from this application, again periodically this is a good idea just as a check up.

Facebook “Messenger” has a feature called “Secret Conversations” where your conversations are encrypted end-to-end. Once you have turned this function on it is important to note that it will remain on (*New Facebook Feature*). If you wish to make a conversation “Secret” you can do so one of two ways: First is to go into the specific chat you wish to make secret and select the “information” icon in the upper right hand corner (shown to the
left here), then select “Go to Secret Conversation.” The second way to turn this feature on is to go back to your Messenger main menu (shown on the previous page) and select “Privacy,” then select “Secret Conversations.” If you do not want all conversations to be encrypted in this way it is recommended you go in to specific conversations and turn on “Secret Conversations” that way. Also, if you have children that use Facebook Messenger, it is important to know about this feature so you can monitor it as you see fit.

Finally, let’s go back to Facebook’s “Activity Log”, accessed from the “Settings & Privacy” option under the “Down Arrow” in the right upper corner of the “Home Page”. The “Activity Log” allows you to review any click of the button (photos, comments, Likes, posts, etc.) or tag that has ever occurred and been associated with your profile. This is the central location for cleaning up your Facebook profile. More specifically, from the “Activity Log” you can review information by date, all the way from the creation of the profile to the present. You can also see if a post is viewable to the public or just to friends, as well as review any posts you have been “Tagged” in. Finally, the “Activity Log” allows you to remove any actions you have taken on Facebook as well as any “Tags” that someone else may have posted.

Facebook recently changed the “Activity Log” page so the view you now see may be a little different than before. After selecting “Activity Log” from the “Settings” menu, look to the left side of your screen, here you can select “Filter” or you can simply select one of the pre choice selections Facebook has provided to you (see picture on the left marked Activity Log). If you select “Filter” and at some point you will want to go through all the filters, you can select whichever filter you wish to review at this time and then hit “Save Changes.” Once you have the “filter” you wish to review selected you will find below the “Activity Log” menu, a list that contains all the items related to your designated filter. From there you can scroll through the list and if you happen to come across an item you wish to remove such as a photo you are tagged in you can remove it. Hover over the post you wish to remove yourself from and select the menu on the right (three dots), now select “Report/Remove Tag” and then select “Remove Tag” as shown on the previous page. It is highly recommended you go through each filter at least once; you can also select the “Activity Log” setting under filter and it will show you all the filters all at once.

Don’t think you can hide your FB profile by using a different name. Better to assume people can find you and set your privacy/security settings accordingly. Likewise, correcting posts might be tempting, but think about what correcting that post says about you and the information you have access to.
From the “Activity Log” you can also change the “audience” you have designated on a post, however unlike the previous instructions, you must select the post and then select the menu (three dots) from the middle of your screen and not the side view, then simply select “Edit audience.” Remember if you “Like” or “Comment” on someone else’s post whose privacy settings are set to “Public”, your comment will also be “Public”. You can only set your own privacy settings for your profile, and once you reach outside of your profile, you have no control over privacy. If you are reviewing your “Activity Log” for the first time you may find comments you have previously made that, now do not wish to be visible. These comments can be removed from the post in the same way you previously removed photos, likes or will soon remove tags.

Finally, let’s address “Tags”, which are a feature of Facebook by which other people can call attention to your name by “Tagging” a photo that you may or may not be in, or “Mentioning” you in a “Post” or “Comment”. People can do this without your permission if you don’t have the “Tagging” options selected as we have done in this Card. When you are “Tagged” in a photo, that photo is viewable by the “Public”, while also drawing attention to your name. Here is what you can do about it.

First, in “Activity Log”, select “Tag Review”, then select “Activity You’re Tagged In”. All the “Posts”, “Comments”, and photos you are tagged in appear in the left column. Select the “Post” you want to view and “Untag”. The post will open in the box to the right of the screen. Select the “…” in the right upper corner of the post, and select “Remove Tag” on the drop-down.

Note: If you remove a “Tag” of yourself, it will NOT notify the individual who owns the post/picture that you have removed the tag. Remember: Although the photo is “Un tagged” and no longer on your profile, the photo has not been deleted from Facebook. It will remain on the profile of the individual who originally posted the photo. Backdoor avenues used in finding your profile may still exist (e.g. via a tagged photo of you on your spouse’s profile or simply finding your name in the comments of the picture/post). If you would like for the photo to be removed, the best way is to ask the individual to delete the photo/post. If for some reason the individual who posted the photo refuses to remove the photo you can ask Facebook to remove it for you, so long as your reasoning fits one of their categories for removal.
• Do you think your account may have been compromised or hacked? Have you noticed any of the following:
  • Unexpected posts posted by your account
  • Any Direct Messages sent from your account that you did not initiate
  • Other account behaviors you didn’t perform or approve (like following, unfollowing, blocking, etc.)
  • A notification from Facebook stating that your account may be compromised
  • A notification from Facebook stating that 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 that you sign-in online and change your password immediately.

• If you said “Yes” to any of the above, it is advised you take the following actions:
  • Delete any unwanted posts 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 that you and only you can access your Facebook account
  • Be sure to check that your email is secure. It may be worth changing the password to both your Facebook account and the email associated with your Facebook account. *If you feel your email may have been compromised and need help finding the right contact information for your email provider please see page 21 of this smart book under the “blue box” at the bottom of the page.

If you need to report Spam/Harassment: Go to https://www.facebook.com/help/968185709965912/?helpref=hc_fnav

If your account was hacked: https://www.facebook.com/help/hacked
Also, if you find that someone is impersonating you Facebook: https://www.facebook.com/help/hacked then scroll down to the “Impersonation Accounts” section and follow the directions. If you do not have a Facebook account and want to report an impersonating account go to: https://www.facebook.com/help/contact/295309487309948

To find additional “Security Features and Tips go to: https://www.facebook.com/help/379220725465972?helpref=faq_content

If you still need help or have questions, you can always contact Facebook by: https://www.facebook.com/facebookapp where you can message a Bot Facebook created to help answer questions while they work on building a live customer support capability.

If someone is threatening to share information (ex: messages or photos) on Facebook of your child that they do not want shared you should report it to the local law enforcement. Facebook also says you can do the following: Report the incident to Facebook https://www.facebook.com/help/contact/567360146613371, then make sure that this person is blocked so they no longer have access to your child. It is important to talk to your children about this possibility before they begin to use social media so that they know what to do should this happen to them.
PERSONAL COMPUTER (PC) VERSION

In order to lock down your Amazon account you will need to access “Your Account,” located on the upper right side of your screen. You will notice, to the right, a visual representation of the Amazon Drop down menu and all three sections within the “Account” section. Each of these sections will be noted periodically throughout this guide please take note of them here as a reference point.

Looking towards the upper right of your screen, see “Account & Lists” and select the down arrow. From this list, select “Account.”

Let’s look at the “Login & Security” settings first. The “Login & Security” settings are located in the first section of the “Account” page. First, review the general login information provided to ensure its accuracy. Next, head to the “Two-Step Verification (25V) Settings” section and select “Edit.” Now, select “Get Started” (highlighted in red to the right) and follow the steps provided. Because Amazon retains some of your most sensitive information, like your credit cards and address, this feature is important to help secure your account. Here, you can set up “Two-Step Verification” for your account. It is highly recommended throughout this guide that, where possible, you turn on “Two-Step Verification” in order to help prevent others from gaining access to your account.

Now, let’s go back to the “Account” page and select “Your devices and content”, then select “Change your digital and device settings” which will likely open up to the “Preferences” section if not select “Preferences” from the top menu. You may want to review the settings to make sure the content agrees with your needs. We recommend that 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 periodically that users revisit this site to ensure all settings have remained intact.

• 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.
• Do not link any other accounts to your Amazon account. This will limit what outsiders can find out about you, to include your pattern of life and hobbies.
• Do not fall for scams on Amazon or from emails that appear to be from Amazon.
• Do not buy from international sellers. Avoiding this will help protect you from identity theft and scams.
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 users can review the privacy settings associated with any of their Alexa devices. First look to the right (shown here to the left) to find the “Alexa Privacy” menu and select “Review Voice History.” Here you can review every sound detected by Alexa, which includes but is not limited to you any and all commands you have ever ask of Alexa. It is recommended that periodically users visit this section and clear your command history the same way you would clear your cookies and cache from the Internet. 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 here also that this section be periodically deleted. Now, select “Manage 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 quarterly 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 or you can set how long information such as recordings are kept. Once you have completed this section head back to the main Account section (shown again on page one of this guide).

Each Amazon account comes with an “Amazon Drive.” In order to lock down your “Amazon Drive,” look to the second section on your “Account” and se-

You can call the customer service department and ask about suspicious emails to see if it’s authentic. Whatever you do, don’t try to get to Amazon through the suspicious email. If you need to contact Amazon’s customer service make sure to find the number from the official Amazon site. Searching for it online could lead to you providing information to a fake call center.
lect “Manage Amazon Drive and Photos.” On the top right of the screen, select the profile picture to open the “Drive” menu. Next, select “Settings” and review each section present on your screen. It is important to note there is a new section titled “Use your Alexa Contacts.” It is not recommended that users allow Alexa to obtain access to your contacts, be sure this function is “off”. Other sections to be sure and visit here are “Find People, Places, and Things,” “Add Uploads to Family Vault” as well as the “Manage Third-Party Apps” section located at the bottom of the screen (noted to the right of this page). Once there, select “Manage Login with Amazon.” Here you can review any apps you may have logged on to through your Amazon account and if need-be, remove accounts you no longer use.

Most people do not realize that 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 therefore 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.

In order to lock down your Amazon account, go back to “Your Account”, select “Your Name’s Amazon.com”, the second item on the second menu bar, then “Your Profile” on the third menu bar that appears (see above). From there, follow the steps below and on the remaining pages to best secure your profile.

Now let’s begin the process of making sure your “Profile” is locked down. Select “Edit your profile” as shown above in red. In the “Profile page settings” review all your information to make sure only information you want on public profile is filled in. We recommend 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. Amazon is a great place to shop for just about anything, and as such, it becomes a picture of who you are and who your family might be. This includes any product reviews you post on Amazon. It is recommended that if you do review products, that you do not put any personal information in your review.

What is Amazon Drive? Amazon Drive is a secure online storage service for your photos, videos and files. Every Amazon customer gets 5 GB of free storage to save, organize, share and access all your files on desktop, mobile and tablet.
Always remember that a Registry can be created and set for certain times but Amazon will not delete any registry after the “due” date has been reached. It is important for users to go back in and remove/delete any registry themselves after it is no longer needed.

Now let’s go to the “Edit privacy settings” to review and make sure they are set. Select “Edit privacy settings” (see above) to review how they are presently configured. We recommend 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, by selecting “View your profile as visitor” from the top right of the “Profile page settings.” This capability allows users to ensure their profile is properly locked down so that information specific to the User 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 up to this point.

If you have any followers, you can delete them from this link and then update your privacy settings as shown above to preclude any future followers. We recommend you do not let people follow you on Amazon, but especially if you do not know them.

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.”

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 (i.e., a child’s name for a birthday or Christmas list). These small tid-bits of information 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”. We do not recommend you provide such access but instead set each list to “Private”
Select “Manage your list” from “Ordering and Shopping Preferences” 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 ellipse (as shown above in red), and select “Manage List.” From there, select “Privacy” and select “Private” from the list. Be sure to select “Save Changes.”

Much like a “Wish List”, your registries can also be displayed publicly unless, it is therefore important that you go through the “Settings” for any registry you may 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 – TheBump or TheKnott - 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 you have completed the registry and time has passed for its use, it is recommended that you go in remove the data and delete the registry from Amazon.

Head back to the “Account” section and select “Audible Settings” from the second section. Note: this section is only for users who have also signed up and use Audible. In the “Audible Settings” review each section but pay special attention to the “Profile & Preferences” section. Here users will want to ensure that the “Allow other Audible members to see my hoisted location on the Audible” is toggled to the “off” position. At the bottom off 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 devices name.

Let’s take a look at 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”. For parents, it is always important to monitor and protect our children from age-inappropriate material on the internet and television screen. Amazon allows parents to set “Prime Video PINs” and “Viewing Restrictions”. Setting the restrictions means that any time someone attempts to play

“Ships from” and “sold by” Amazon.com: This is the real deal and almost certainly not a scam of any kind. Choose this option whenever possible. #themoreyouknow #beatidentitytheft
a video or other content (depending on the device, i.e., the Amazon Fire Stick) they will be required to put in a PIN, which will be designated here by you.

If you scroll down on the “Video Settings” page, you will find the “Viewing Restrictions” section. Here you can select at what age rating you would like a PIN to be required. If you scroll even further down, Amazon lists other Amazon devices (as shown below) that require parental controls be set separately. These settings are inherent to, and accessed from, the devices themselves.

Now let’s check the security and privacy settings regarding advertising and communications on your account. Go back to “Your Account” and in the “Communication and Content” section, select “Advertising Preferences” so we can review what Amazon provides to you and to advertisers. Personalized ads, sometimes referred to as targeted or interest-based ads are based 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.

We recommend you select “Do Not Personalize Ads from Amazon for this Internet Browser.” This does exactly what it says in the title, but for the current browser only. Amazon has been known to reset your privacy and other settings if it is opened from a browser different from the one used to lock it down originally. It will also reset your settings if you clear your cookies and delete your internet history. This means that you will need to go back into Amazon and make sure your settings are still intact any time you delete cookies or clear your browser history.

Now let’s 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 to the right). 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.

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 these accounts or manage these accounts select “Amazon Household” or “Teens Program” from the third and final section under “Account.”
Check your credit report at least once a year. You may also want to check your credit report if you feel any of your social media accounts have been compromised. #beatidentitytheft

**Do’s and Don’ts**

- **Do** use Two-Factor Authentication to protect all your information. Like all social media accounts, it is important to make sure your Pinterest is as secured as possible. Two-Factor Authentication is one of the best ways to control 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** monitor what your children and teenagers 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.

- **Do** make your boards private once you create them so that they are not searchable by any and all Pinners.

- **Don’t** put personal information on the title of your Pinterest boards. A lot of information can be obtained simply by reading a title (whether or not you have children, rent or own a home, marital status, etc.).

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Since there aren’t many privacy settings to manage on Pinterest, it is especially important to ensure the ones we have are locked down. In order to change your Pinterest settings 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. We recommend you avoid using your full name as your “Username”, and instead use parts of your name or a nickname. We also recommend leaving the “Bio” and “Location” sections blank. This information is not required. Select “Done” if you make any changes.

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 the case you decide you no longer want to use Pinterest. We recommend you always log in with a unique password used only for Pinterest, and never login via Facebook or Google. Ensure the toggles next to these options are set to “Off”. If you decide to deactivate your account for a period of time or delete it altogether, follow the prompts after selecting the correct option. Select “Done” at the top to save your changes.
Make sure your antivirus and antimalware software stays up to date. Keeping software up to date helps to prevent advanced malware and viruses from affecting your computer.

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. Next you will see “Search Privacy”, which left unchecked, will allow your account to be searchable on Google. We recommend making your account private by checking the box next to “Search Privacy”, as indicated above. Next look at “Personalization” and see the list beneath it. The purposes of these settings are for Pinterest to collect information about you in order to personalize ads and other content for you. We recommend leaving all boxes in this section “Unchecked”. Scrolling to the bottom it is important to review the “Cookie Preferences” to ensure you have not allowed any unnecessary cookies to be collected.

Now let’s visit the “Security” section, which allows you options for better account security. The first section is for “Two-factor Authentication”, which we 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. This is the highest level of security you can
Remember if a "pin" seems too good to be true it very likely is. Pinterest has many spam "pins" where a single click can lead to a third party site. #staysafeonline

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. If you suspect that your Pinterest account may have been compromised, the "Show Sessions" section may help you to identify a suspicious account and "End Activity" so that you can secure your account and change your password. It is a good idea to go through the "Show Sessions" section periodically and clean it up.

Remove your last name. A Pinterest profile is always open, everyone can see your profile picture and name. This is a severe privacy issue. For greater privacy, remove your last name and/or change your username (shown in the URL) to be something nonspecific to you. It is also recommended that users use an anonymous profile picture. Also remember not to link your Pinterest account with any other social media accounts.

Finally, the “Apps” section allows you to disconnect any third-party apps you might have linked to your account. Again, we recommend 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 of your accounts, including Pinterest. If there are any apps listed in this section, we recommend deleting them.

Hide your profile from search engines. The default Pinterest settings allow your profile to come up in search results when someone searches your name on a search engine. This gives access to your online activity to anyone who knows your name. Hide your profile by opening the "Settings" > "Privacy and data" > "Hide your profile from search engines".

Similarly, if you see "Connected devices" on your Pinterest account, select "Show sessions" to see all the devices that have logged into your account. If you suspect any suspicious activity, you can "End Activity" for all sessions that may seem suspicious.
Visible Content

What you display on your Pinterest account reveals a lot of information about you, so you have to be careful about what you “Pin”. Everything that you “Pin” is public. Not just your followers, but everyone can see your profile and what you pin. Pinterest has no means of limiting the visibility of your “Pins” or your “Comments” like there are on other social media platforms (unless you make them “Secret”, which is discussed next). Once a “Pin” or “Comment” is loaded, there is no taking it back.

Take a look at the titles of your “Boards”, and make sure they reveal no information about you or your family. For instance, do any of them have names of children, schools, churches, workplaces, etc? Also, take a look at your whole collection of “Boards” to see what kind of narrative it tells about you. Consider that all your “Boards” and “Pins” together paint a pretty illuminating picture of your interests, values and lifestyle.

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 to. We recommend 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 them to see the content. When you “Pin” content to a “Secret Board”, the “Pins” are also private. Only the creator can make the board public, and when you do, all content is made public, including all “Pins” and “Comments”. 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.”

Scam Pins: Keep an eye out for “Scam Pins” that might be advertising “Amazing Weight-loss Techniques” or “Free Gift Cards”. These scams lead you to a scam website and ask you to fill out a survey with personal information, download malware, or share the “Pin” forward. To avoid “Scam Pins”, you should pay attention to the URL with every single pin. The URL is located at the bottom left of a pin. Avoid any pin that leads to an unofficial or fishy URL.
**This information describes how to make your account secure on Android and iPhone mobile devices. Most images provided are of Android screens. Differences between iPhone Operating System (iOS) and Android Operating System (AOS) are minimal when they are significant, such differences are noted specifically.**

**Mobile Device Version**

**Security & Privacy**

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”, then see “Store your contacts”, and ensure the toggle is set to “Off”. Additionally, make sure that 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.

**Visible Content**

To make a “Secret Board” on your mobile device, first go to your account by selecting the “Profile” icon at the bottom right of the screen. Select the “Board” you want to make private, then select the “Menu” icon, or “…” 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.
**Indicators of Possible Account Compromise:**

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

- Unexpected posts posted by your account
- Direct Messages sent from your account that you did not initiate
- Other account behaviors you didn't perform or approve (like following, unfollowing, blocking, etc.)
- A notification from Pinterest stating that your account may be compromised
- A notification from Pinterest stating that 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 that you sign-in online and change your password immediately.

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

- Delete any unwanted pins that were posted while your account was compromised
- Scan your computers for viruses and malware, especially if unauthorized account behaviors continue to be pinned 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 that you and only you can access your Pinterest account
- Be sure to check that your email is secure. It may be worth changing the password to both your Pinterest account and the email associated with your Pinterest account. *If you feel your email may have been compromised and need help finding the right contact information for your email provider please see page 21 of this smart book under the “blue box” at the bottom of the page.

If you need report a pin, comment, or message: https://help.pinterest.com/en/article/report-something-on-pinterest

If your account was hacked: https://help.pinterest.com/en/contact, then go to “Account Access and Closure,” “Login Issues,” “Continue” and follow the steps to describe your specific situation.

If you find that you or someone else is being bullied or harassed go to: https://help.pinterest.com/en/article/report-harassment-and-cyberbullying

If you cannot log in to your email account, Twitter has provided links to each email account’s “having trouble signing in” page for your convenience. https://help.twitter.com/en/managing-your-account/cant-access-my-accounts-email-address

If you still need help or have questions, you can always contact Pinterest by: https://help.pinterest.com/en/contact?page=about_you_page

**If you do not have access to the email you originally signed up on Pinterest with or believe it may have been hacked, Pinterest will allow you to provide an alternate email for communication. This can be both good and bad for Users. While it can provide peace of mind if you need to regain access to your account, it does create its own vulnerability and Users should be aware of this.**
LOCKING DOWN YOUR SNAPCHAT

Do’s and Don’ts

- Do set up privacy and security settings on your Snapchat and help your teenager to do the same.
- Do assume ALL information and images you share are publicly viewable, regardless of your settings.
- Do talk to your teenager about the dangers inherent to Snapchat. Make sure they know to come and tell you if someone they don’t know tries to contact them or sends them inappropriate material.
- Do not add your birthdate, location, or other personal details to online profiles.
- Do not allow users you do not know personally to contact you via Snapchat.
- Do not 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.

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, and not stored anywhere. Content is designed to delete automatically, but most users are aware that content can be saved using screen shots or other software.

The best way to begin understanding and locking down Snapchat’s capabilities is to familiarize yourself with Snapchat basics. In the box above you can look over the main icons and functions located in Snapchat. Your “Home Screen” is shown above. You know you are there when you have a “Camera View”. One of the main features of the app is making “Snaps”, via photos, which you would do from this screen, then share with your “Friends”. Next, identify your “Profile” picture at the top left of the box (highlighted in red), this icon will take you to your Snapchat statistics and the “Settings” icon.

Shown to the right is an overview of the “Chat” feature of Snapchat. Select the “Chat” icon on the lower left corner of the screen (above in red). Here you can see if someone has sent you a message, posted a story, or reviewed your posts. You can also start a “Chat”. For now, let’s select your “Profile” icon at the top left and head to your Snapchat stats and “Settings” section.
The Pew Internet and American Life Project found 15% of teenagers ages 12 to 17 acknowledge they received a “sext” from someone they know.

**LOCKING DOWN YOUR SNAPCHAT**

Mobile Device Version

**This information describes how to make your account secure on Android and iPhone mobile devices. Differences between iPhone Operating System (iOS) and Android Operating System (AOS) are significant for some features, and in these cases iPhone images are outlined black and Android yellow.**

**First, check out your “Name” and “Username”, and make sure they don’t give too much information about you. We recommend 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. You do not need to put your real birthday on your account, and should consider using an inaccurate one.**

**Next, we recommend using a “Password” that is unique to Snapchat. As with all of your social media accounts, reusing passwords creates an unnecessary vulnerability, and you should use unique passwords for each account.**

**On the next page, we will go through the underlined menu items from the above 2 screenshots.**

**Geo-filters:** location-specific elements that can only be unlocked by visiting a specific place. If the Geo-filters are shared, especially by teenagers, any individual could find or track them, to include predators. For all “Locations” it is recommended that this function be set to “Only Me” Additionally, Snapchat will now direct users together more precisely if “location” is turned on, by providing step by step direction.

**Snapcash:** like PayPal or Venmo, Snapcash lets users transfer money to each other.

**Memories:** Users can store snaps to appear as memories for later use, however this this is not recommended.
**This information describes how to make your account secure on Android and iPhone mobile devices. Differences between iPhone Operating System (iOS) and Android Operating System (AOS) are significant for some features, and in these cases iPhone images are outlined black and Android yellow.**

**LOCKING DOWN YOUR SNAPCHAT**

90% of Snapchat users are 13-24 years old, and 69% of U.S. teens say they use Snapchat. Talk to your child about acceptable behavior on Snapchat.

Two-Factor Authentication

“Two-Factor Authentication” is the most secure option you have for Snapchat security and privacy. To enable it, select “Two-Factor Authentication” from the “Settings” menu, under the first section titled “My Account” (shown on page 2 of this card) and follow the prompts to complete the process. Also referred to as “Login Verification”, this feature requires you to enter both your password and a verification code that is sent to your phone, each time you log in on a new device.

Memories

Next, let’s look at “Memories”, which is 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 kinds do not truly delete on Snapchat.

**On iPhone:** go back to “Settings” and select “Memories” under “My Account”. We recommend setting the “Smart Backup” toggle to “Off” and select “Don’t Auto-Save” next to “Auto-Save My Story Settings”. (left)

**On Android:** go back to “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”. (above)
LOCKING DOWN YOUR SNAPCHAT

Hackers have been known to publish thousands of snaps mainly of 13 to 17 year olds. Talk to your teenagers about who they are connecting with.

Next, let’s go to the “Additional Services” section (both iPhone and Android), and locate the “Manage” option.

**On iPhone:** 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** (left): under “Settings”, scroll down to the section titled “Privacy”, then select “Permissions”. You can adjust “Location” and “Phone”. We recommend you leave them “Disabled”, as seen here to the left.

**What is “Scanning”?** “Scan” lets you identify things like products, songs, barcodes, and more. To power this feature, Snap partners with third-parties like Amazon and Shazam. This means that if / when you “Scan”, certain information may be sent to these partners. For example, Snap may send images captured by your camera to Amazon, who will send back search results if they find a matching product. Snap may send audio hashes captured by your microphone to Shazam, who will send back matching songs. The data is maintained for a minimal period of time and is not connected to your Snapchat account. Still, we do **not** recommend using the “Scan” feature.
**This information describes how to make your account secure on Android and iPhone mobile devices. Differences between iPhone Operating System (iOS) and Android Operating System (AOS) are significant for some features, and in these cases iPhone images are outlined black and Android yellow.**

**Manage Advertising**

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

**On iPhone:** 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”.

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.

If you ever want to leave Snapchat for good, you can close your account on accounts.snapchat.com.
LOCKING DOWN YOUR SNAPCHAT

Mobile Device Version

This information describes how to make your account secure on Android and iPhone mobile devices. Differences between iPhone Operating System (iOS) and Android Operating System (AOS) are significant for some features, and in these cases iPhone images are outlined black and Android yellow.

Manage Maps and Contacts

We want to make sure Snapchat cannot view your “Location” or the “Contacts” on your mobile device. First, we recommend you hide your location whenever possible.

On iPhone: go back to “Manage”, then “Maps”. Set the toggle next to “Share Usage Data” to “Off”.

On Android: go to “Settings”, then scroll down to “Privacy”, and go through all options listed, including “Clear Conversation”, “Clear Search History”, and “Clear Top Locations”, and select “Clear” on the pop-up. This will clear location and other tracking data for you.

Next, we recommend forbidding Snapchat access to your “Contacts”.

On iPhone: under “Manage”, select “Contacts”, then set toggle to “Off”, and “Delete All Contacts Data” (see left).

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

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 deleted after 30 days.
LOCKING DOWN YOUR
SNAPCHAT

Manage Privacy Settings

Next it is important to set your privacy settings in order to control who can see your “Snaps” and contact you.

**On iPhone:** go back to “Settings” and select “Contact Me” under the “Who Can...” section. It is recommended here that only “My Friends” are able to contact you, in order to help keep you and your children safer while using this App. Under the same “Who Can...” section select “View My Story” where it is also recommended that “My Friends” be enabled to ensure that your videos and pictures are not available to the public. Depending on your level of involvement (or your child’s) with this App, you may also want to lock down the “See Me in Quick Add” section (shown to the right). Making sure this is not enabled will prevent your profile from showing up in other peoples’ profiles as a suggested contact.

**On Android:** go back to “Settings”, scroll down to “Additional Services”, and see “Contact Me”, “View My Story”, and “See Me in Quick Add”, and set them to the same as noted above. (see right)

Heading back to the “Settings” section, lets review the “See My Location”, under the “Who Can...” section on iPhone, and the “Additional Services” section on Android (see blue boxes above left and to the right). Snapchat allows users to use “Ghost Mode” to prevent even their “Friends” from viewing their location. We recommend you enable “Ghost Mode” in order to prevent anyone from viewing your precise location on the Snapchat “Map”. We also recommend that you not enable “Allow friends to request my location.”

What is “Snap Map”? “Snap Map” lets you see where your “Friends” are and what is going on around them. To open “Snap Map”, pinch your fingers on the “Camera” screen, “Friends” screen, or “Discover” screen.

You won’t appear on “Snap Map” until you open it for the first time and choose to share your location.
LOCKING DOWN YOUR SNAPCHAT

Because Snaps and messages disappear, it is impossible to monitor your child’s behavior on Snapchat. Are they sexting peers? Are they bullying or being bullied?

Finally, we recommend clearing 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 iPhone). You will clear these and the other options listed, the same way you would clear your Internet browser cache.

On iPhone: go back to “Settings”, scroll down to “Account Actions”, and choose which caches you want to clear. Alternatively we recommend “Clear Cache”, then “Clear All”, which will clear all caches under “Account Actions”.

On Android: go back to “Settings” then “Privacy”. Select each, “Clear Conversation”, “Clear Search History”, and “Clear Top Locations”, and choose to “Clear” them. Each of these must be one separately and the options are fewer than offered on the iPhone.

Clear Chats: You can now unsend a sent message regardless of whether a recipient has seen it. This feature is different from “Clear Conversation”, which only deletes content from your end. “Clear Chats” works in group chats or in one-on-one conversations, and applies to text, stickers, audio, or pictures and videos sent from your “Memories” section — not content you just took though. Note that the person in the conversation is alerted that a message was deleted. The purposes of the function are to clean up a typo and prevent unintentional messaging.

In order to delete a chat you already sent: 1) hold down the chat, and then 2) select “Delete”. Once selected, Snapchat will provide another message box to confirm that you would like to delete the chat you have just selected, 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.

Mobile Device Version

** This information describes how to make your account secure on Android and iPhone mobile devices. Differences between iPhone Operating System (iOS) and Android Operating System (AOS) are significant for some features, and in these cases iPhone images are outlined black and Android yellow.
Do’s and Don’ts

- 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 and share settings can expose your personal data.
- Do use a picture of something other than yourself for your profile photo. Profile photos are viewable to the public.
- Do not provide any identifiable information (e.g. name, hobbies, job title, etc.) on your profile or in your videos.
- Do not link your TikTok account to any third party applications such as Facebook, LinkedIn, Instagram or Twitter.
- Do not use default settings on TikTok. All default settings are set to allow “Everyone” to be able to view and comment on your videos.
- Do not use identifiable locations, backgrounds or relatable images, when posting videos. It is important to be aware of your surroundings when posting images.

TikTok can loosely be described as a social network for amateur videos, teenagers and young people are the primary users of the app. It is easy for random people to reach out to users, especially teens, for nefarious reason. Recently TikTok has attempted to fix this issue by updating it’s privacy settings, as noted throughout this card. Understand that TikTok is owned by a Chinese-based company, and it is thus important to limit what personal information you include on your account, videos and posts.

** This information describes how to make your TikTok account secure on Android and iPhone mobile devices. Most images provided are of Android screens. Differences between iPhone Operating System (iOS) and Android Operating System (AOS) are minimal - when they are significant, such differences are noted specifically.

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Edit Profile

When opening a new application, the first thing you want to do is set up your privacy settings in order to protect your personally identifiable information (PII). Default settings in TikTok are set to allow everyone to view, comment and access the information you post.

To begin locking down your account, look to the lower right hand corner and select “Me” to go to your profile settings (highlighted to the left in red). Click on the “Edit Profile” button. We recommend you do not use personal images or photos of yourself or your family. We also recommend you leave your “Bio” information blank or put as little personal information there as possible.

We recommend you do not link your account to any other social media platform (e.g. Twitter, Instagram, Facebook), as TikTok will pull in your personally identifiable information and pictures from the other platforms. We also recommend you avoid using any Personally Identifiable Information (PII) anywhere on your profile. You are not required to put any personal or biographical information into your profile, and it is recommended you leave this section blank. PII is often used as a means to gain access to certain accounts (e.g. banks, credit cards, schools). Providing even just your birthday could help an identity thief steal your identity.
TikTok SMART CARD

Account Privacy & Login Information

To the left you will notice the “Settings and privacy” menu. There are several items to be reviewed from this menu, of importance are the “Privacy” section as well as the “Security” section. Other parts of this menu will be discussed later on in this card.

First, you will need to lock down your login information and set your account privacy. In order to access the “Settings and Privacy” tab go back to your “Profile” page and select the “Menu” button, (three horizontal lines on iPhone, 3 vertical lines on Android) in the upper right hand corner of your “Profile” screen (highlighted to the left). Under “Account”, select “Manage my account”. We recommend you set the “Save login info” toggle to “Off” in order to ensure that, should you lose your mobile device, no one has access to your TikTok account.

By default, all accounts are set to “Public”, which means anyone can see what you post on TikTok. We recommend you set your account to “Private account”, which will 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. Note that even with a “Private account”, your “Photo”, “Username” and “Bio” are still visible to all users of the platform. We recommend you set “Suggest your account to others” to “Off”, which will allow you more agency in choosing and accepting your followers more proactively.

In order to make your account “Private” go to “Privacy”, under “Settings and Privacy”, then set “Private account” toggle to “On”, and “Suggest your account to others” toggle to “Off” (see left). As always it is recommended that you do not allow TikTok or any other social media account to have access to your contacts, if this section is marked “on” simply select it and toggle to “off.”

Next, review the “Personalization and Data” section. Here you will want to make sure you toggle “Ad Authorization” to off and then select “Personalization and data.” We recommend not allowing Personalized ads from TikTok, simply toggle to turn off this function.

Parents: Keep in mind that children may be tempted to take risks to get more of a following or get “likes” on a video, so it’s important to talk with them about what they share and with whom. Also, users can “like” or “react” to a video, follow an account, or send messages to each other. This means that there is a risk that strangers will be able to directly contact children on the app.
Continuing on, look to the “Safety” section within the “Privacy” menu. Next it is recommended that you turn off the “Ad authorization” in TikTok. Here you will want to go through each section here so that you can maintain privacy on your TikTok. It is highly recommended that the highest level of openness on TikTok be “Friends” where no setting is “everyone.” This is due in part to TikTok’s ownership, discussed on the first page, but also in part due to the type of individual that could presumably contact you via TikTok. Predators have been known to reach out to people and blackmail them using TikTok’s direct messaging service. Additionally, it is strongly recommended that you do not allow others to download your videos, these may end up on sites and in places you would rather they not. For all recommendations within the “Safety” section see the picture on the left.

Now, head back to the “Settings and privacy” and select “Security.” Here you can check if there have been any suspicious activity on your TikTok account and set up “2-step verification.” Like all other accounts, setting up 2 step verification is extremely important. Additionally, it is important periodically to check in here and make sure your account is secure.

Much like YouTube, TikTok has created a “Restricted Mode” for children or teenagers whose parents want to limit the type of content they can see and follow. Considering some of the content on TikTok it might be a good idea to utilize this function if you have young preteens or teenagers that have access to this app.

In order to turn the “Restricted Mode” for TikTok head back to your main menu, “Settings and privacy,” and scroll towards the middle of the menu (shown to the left) and select “Digital Wellbeing.” From there select “Restricted Mode” then select “Turn on Restricted Mode” from the bottom of your screen. In order to prevent this mode from being turned off by your teenager you can create a passcode to turn this mode off.

From the “Digital Wellbeing” menu you can also manage your child’s screen time if you so choose.

Duets can be a fun way to create videos with another user, but you must be in control - TikTok gives you the option to decide who can make duets with you (everyone, no one, or just friends). We recommend you choose “Friends”.

If your account is locked down, you’re doing GREAT! If you allow your videos to be downloaded, you run the risk of compromising personal information.
Parents have expressed concern about the inappropriate language and content of some videos posted on TikTok, which may make it less suitable for younger children.

Finally, let’s visit TikTok’s “Safety Center”, which is a useful resource hub that will help you learn how to use TikTok in the most safe and enjoyable way. In this section, you will find “Tools” and “Resources” that will help you further navigate your content, security, and privacy options. First, find the “Safety Center” by going to “Settings and privacy”, scroll to the middle of the menu and select “Safety Center” in the “Support” section.

Next, select “Tools”, and you will be given options to explore how to maximize your control over your “Connections”, your “Content”, and your “Account”. In order to save on space and clear any unwanted cache TikTok allows you to periodically delete caches and downloads. For iPhone users simply scroll to the bottom half of the main menu and select “Clear cache”. For Android users simply scroll to the lower portion of the main menu and select “Free up space” then select “Clear” from the right hand side of your screen.

Notice from the picture on the left hand side of this card that you can also select a “report a problem” icon. Here you are able to get help with things like logging in, reporting an account, and recovering lost or stolen passwords. Always remember if you feel your account has been hacked, you need to change your password to your TikTok account as well as the email account that is associated with your TikTok account to be on the safe side.
By changing all the safety settings for TikTok to “Friends”, you are protecting your account from just anyone finding, commenting or contacting you or your child.

Back under “Safety Center”, select “Resources” and see a list of various resources you will find useful. We recommend you check out “Safety Videos” (see right), and the “You’re in Control” video series, which are short educational TikTok videos on topics, many of which are presented in this SmartCard, such as “Choosing who can duet with you”, Reporting inappropriate behavior”, etc.

Also, check out the “Anti-Bullying” information, which explains what steps you can take to make sure you (or your child) are not receiving unwanted community interactions, as well as what you can do if you find yourself in a bullying situation.

Next, if you are a parent, do check out the “For Parents” link, which offers more explanation about what TikTok is meant to be and how to keep your child safe on TikTok. For instance, this section explains that TikTok is for children 13 years and older, but that in the U.S. children under 13 may register for a “Child Account”, which restricts posting and interactions on the platform. “Family pairing” and “Account Privacy” options are further explained as tools to help keep teens safe on TikTok. We recommend you visit the link and employ all recommendations suggested to keep you and your family safe.

**Report a Problem**

TikTok has “Community Guidelines” that outline the types of behavior it considers counter to its values. Content that violates these guidelines can be reported, removed, and reported to legal authorities. You can access the “Community Guidelines” via the “Safety Center” on TikTok. But if you see content you think should be reported, you can do the following: under “Settings and privacy”, select “Report a problem”, then scroll to the bottom of the “Feedback and help” page that appears, and select “Abuse Report”. Select “How to report” and follow the rest of the prompts.
Indicators of Possible Account Compromise:

Your TikTok account may have been hacked, if you experience following suspicious behavior:

- Change of your password, security email and associated phone number.
- Change of your username or nickname.
- Deleting / Posting videos without your permission.
- Sending messages you did not write.

If you suspect your account has been compromised, please follow the steps below to keep your account secure:

Change Password: In TikTok, a hacker will be automatically kicked out of your account after changing the password.

Check account information to determine if it is accurate: Select “Manage My Account” option under the TikTok settings, check if the associated account information is accurate. If you cannot change password by yourself, please contact TikTok via their In-app Feedback (App settings – Report a Problem). You may follow the steps shown below to change the password and verify account information.

- Tap on “...” for ‘Privacy & Settings’
- Go to ‘Manage My Account’
- Select password to change and other account information to verify

Important Message from TikTok:
If you have a public profile, anyone signed into TikTok can view your public videos. However, only approved followers can send you a message. Whether you choose to have a public or a private account, you can always: block another from contacting you at any time; save a video privately so content will not be viewable by any other user; filter comments; "manage" your duets.

Tips to keep your account safe:

1. Never trust 3rd-party websites that promise to give away free likes, fans, crowns, coins, or other incentives as they may be able to take your login info.

2. Select a secure password that contains at least one number and one special character.
**LOCKING DOWN**

**Personal Computer (PC) Version**

**Do’s and Don’ts**

- 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.
- Do **not** allow your children to post "Public" videos to their YouTube account. Posting public videos allows "subscribers" (strangers) to follow your children on YouTube.
- Do **not** ignore the “Comments” and feedback on your published videos. Review them to make sure they don’t reveal any personal information about you.

YouTube is a video sharing service with which users can create their own profile, upload videos, watch, react to, and comment on other videos. Created in 2005, YouTube is now one of the most popular sites on the Internet.

**Privacy 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 (see left). From the dropdown menu, select “Settings”, and the "Settings" menu will appear. Select “Privacy”.

In the “Privacy” section scroll through each setting to make sure it is locked down. We recommend you keep all sections in “Manage what you share on YouTube” private, set the toggles to “On” or “Check” the boxes. In the section “Ads based on my interest”, we recommend turning this feature off, as in order for it to function it must collect data from you. Disable the “Google Ads Settings” by selecting “Google Ads Settings”, then set the toggle to “Off” as seen below.
Parents, are you concerned with what your children are watching on YouTube? “Restricted Mode” can help you ensure they are not being presented mature content. To enable this feature, select your “Google Profile” icon again. On the dropdown, you will need to scroll to the very bottom, select “Restricted Mode”, set the toggle to “On”.

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”, select “Manage your YouTube Watch History”. (see below, green arrow)

From “Manage your YouTube Watch History” a new page will load (see left). Look to the left of your screen to see a menu of available options to manage and delete your history. We recommend you select “Delete activity by”, then select “All time”, which will delete your entire history. You can also set up automatic deletions and YouTube will delete your history according to the schedule you designate.
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 dropdown menu select “Your Channel.” Then press the blue “Manage Videos” button. Here you will be able to upload and edit videos.

In order to edit the “Visibility” of a video, or 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 popup menu that appears, you can choose “Private”, “Unlisted”, or “Public” - we recommend you select “Unlisted”.

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. And “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 back the video - it can be shared, liked, and commented on, and you lose control of it.
In order to access uploaded videos and change their privacy settings via your smart devices, follow these steps. From the "YouTube App", select your “Google Profile” picture / icon, then select “My Channel.” Next head to the top menu and select "Videos" to take you to the video upload section. From there select "Manage Videos" from the upper right hand corner. The videos you have uploaded appear here, and you can edit them from this page by selecting the three ellipses to the right of each video, then select “Edit”, and then select “Privacy” and choose your privacy setting - we recommend “Private” or “Unlisted”.

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. And “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 back the video - it can be shared, liked, and commented on, and you lose control of it.

Who can see your videos?

Mobile Device Version

** This information describes how to make your account secure on Android and iPhone mobile devices. Differences between iPhone Operating System (iOS) and Android Operating System (AOS) are minimal, in such cases iPhone images are outlined black and Android red.
Your phone is your ultimate endpoint. You likely carry it everywhere and it holds your most sensitive information. Make sure to check for updates quarterly. #Staysafeonline

**Mobile Device Version**

This information describes how to make your account secure on Android and iPhone mobile devices. Differences between iPhone Operating System (iOS) and Android Operating System (AOS) are minimal, in such cases iPhone images are outlined **black** and Android **red**.

### Clear History

**On iPhone** (images outlined black): select your “Google Profile” icon, then select “Settings”, scroll down to “History & Privacy”. Follow prompts for “Clear watch history” and “Clear search history”.

**On Android** (images outlined red): select your “Google Profile” icon, then select “Settings”, then “History & privacy”. Follow the prompts to “Clear watch history” and “Clear search history”.

### Restrict Mature Content

**On iPhone**: go back to “Settings”, then set the “Restricted Mode” toggle to “On”

**On Android**: under “Settings”, select “General”, scroll down to “Restricted Mode” and set the toggle to “On”.

Remember this is a good idea if you have children that use your YouTube account.
LinkedIn is the largest professional network on the Internet. It is used to find the right job, connect and strengthen professional networks, and learn professional skills. But a lot of sensitive personal information is uploaded to this site. See how to protect yours using the guidance below.

**Do’s and Don’ts**

- **Do not** use an email account that is associated with your banking, finances, or other important contacts. Instead, consider creating an email account specific to this site.

- **Do not** establish connections with people you do not know and trust, not everyone is who they say they are.

- **Do not** register, log in, or link third party sites (e.g. Facebook, Twitter, etc.) using your LinkedIn account. Third party sites may aggregate and misuse your personal information and data.

- **Do** review your connections often to ensure that they are current and that you are not providing your information to individuals who no longer need it.

- **Do** consider your profile picture. Posting a profile picture is optional, and we recommend that if you decide to post a picture, you dress in professional business attire.

- **Do** ensure that family members take similar precautions with their accounts. Their privacy and share settings can expose your personal data.

LinkedIn is the largest professional network on the Internet. It is used to find the right job, connect and strengthen professional networks, and learn professional skills. But a lot of sensitive personal information is uploaded to this site. See how to protect yours using the guidance below.

The “Settings” section for LinkedIn can be found under the “Me” menu on the top right corner of the website (shown above). LinkedIn recently changed their “Settings” section, so it is a good idea to check and make sure your LinkedIn settings remained untouched and set to your standards. Later in this card we will discuss items from the “Manage” section of the drop down menu (to your right) so it is important to take note of its location. From the drop down menu, select “Settings & Privacy” (highlighted in red to the right). A new screen will appear with a header like the one shown to your left here. The first section we are going to review is the “Account Preferences” settings.

First, in the “Profile Information” menu, you can see basic LinkedIn personal information. In this section you can review any information that might be considered PII or that you may no longer want visible to other LinkedIn members. Remember that while LinkedIn can be a great tool for seeking employment, once you have obtained employment it is recommended that you limit the information that is visible to all LinkedIn members to ensure your privacy. Additionally, in this section (shown on the next page) LinkedIn gives you the option to provide a maiden name, however it is highly recommended that you do not provide such information as it is unnecessary to the immediate employment search and can be provided on an as needed basis later in the employment process.
Next look through the “Site Preferences: section and review and update all necessary settings. Here it is recommended that you update “Show profile photos” so that only “your connections” or “only you” can view your photo. It is also important when considering which photo to use on LinkedIn, that you use a photo that has a clean background, nothing in the background should give away any information that you would otherwise not want others to see or know. While you are utilizing LinkedIn for employment purposes it is likely that you will want to leave “on” the “Viewers of this profile also viewed” preference. However once you no longer need LinkedIn for employment purposes but instead purpose keep it as an updating tool, you may want to change this setting to “no.”

In the “Partners & Services” section, LinkedIn asks you to link your account with other accounts you may be signed up too such as Twitter. Much like the “Syncing options” preferences, this is not recommended as a safe option.

Finally, in “Account management” you are provided the option to “Merge accounts.” If you have created new account because a malicious action occurred on your previous LinkedIn, it is not recommended that you blend the new account with the old account. Any malicious activity (especially if someone else has obtained access to the old account) will be merged onto your new account.
Next select “Sign in & security” from the menu on the left hand side of your screen. Here you can review your user information i.e. what emails and phone numbers are associated with your account. This becomes especially important to know if you believe someone may have gained access to your account. One of the first things a hacker will do, aside from changing your password, is to change your email address so that you cannot regain access.

In this section you can also review “Where you’re signed in” which is another great tool to help you ensure that you are the only one with access to your account.

Most important to note in this section is the “Two-step verification” preference. It is important and highly recommended through the Smart Guide, that you enable this function. Likely, enabling this function will require a code from your smart device any time you log on from a location that is unfamiliar to the LinkedIn system.

Next, in the “Visibility” section (located on the right of your screen as seen on the first page of this card) we will begin with the “Profile viewing options.” This section refers to what others see when you view their profile. If you are seeking employment it might be beneficial to allow your “full profile” to be viewed, however once you have obtained employment it is important to go in and lock this feature down. The same applies to the “Story viewing options.”

Moving on to “Edit your public profile,” it is recommended that you not allow those who are not logged to LinkedIn to view your profile. It is also recommended that you not allow any individual to download or see your email address or your connections. Allowing others to view your connections could allow users to obtain additional information about you that you would otherwise not have noted on your profile.

It is not recommended, whether searching for a job or not, that you allow LinkedIn to show you “Representing your organization and interests” It is uncertain whether or not you would even be aware that your profile was being used in these instances. The “Profile visibility off LinkedIn” preference allows you to deny LinkedIn the ability to show your profile information with services outside of LinkedIn such as Outlook. It is not recommended that you turn this function on.
LINKEDIN SMART CARD

Personal Computer (PC) Version

In the “manage who can...” it is important that employers may desire access to your LinkedIn profile and connections may need to be disclosed depending on the prospective company. However it is much safer to have these functions switched to “nobody” therefore once employment has been obtained it is recommended that you switch these functions to “Nobody.”

Scrolling down to “Visibility of your LinkedIn activity” you will see several sections that deal with notifying your connections of changes to your profile, mentions in news or even when you are active. If you used LinkedIn in order to search for and obtain employment and may not know personally all of your connections, then you may want to limit who can see updates that pertain to you and your lifestyle.

Here you can also decide whether or not other members can mention you in their post or otherwise. It is important to stay up to date on what content you are being mentioned in order to ensure you agree with the information associated with your name.

Finally, you can decide who can follow you and view your public updates in this section. It is recommended that only your connections (with whom it is presumed you trust) can follow and see your public updates.

Let’s look at the “Communications” section now, in order to do that simply select “Communications” from the left hand side of the screen. Many of the preferences here revolve around the type of notifications you receive from LinkedIn. However there are two settings here that need attention. The first is “Invitations to connect” (shown above). Here will can choose who can connect with you. Though it is not recommended that you import contacts to LinkedIn, LinkedIn gives the option of those who know your email OR appear in your “Imported Contacts List.” This is the most recommended of the three options.

Lastly, you can determine who can message you in the “Messages” preference. It is recommended that you select “yes” to enable message request notifications, before allowing just anyone to message you.

FYI - If you are a LinkedIn member but logged out of your account on a browser, LinkedIn may still continue to log your interaction with their services on that browser for up to 30 days. LinkedIn does this in order to generate usage analytics for their services, and they may share in aggregate form with their advertising customers. #manageyourdata

Now let’s look at the “Data privacy” section by selecting it from the main menu located to the left of your screen.

Under “Mange your data and activity” you can review all changes made to your account since you joined LinkedIn. Much like Facebook’s “Activity Log” it is a good idea to check here periodically to ensure you haven’t been tagged or that you haven’t yourself, put made changes that do not coincide with how you want others to preserve you or that might interfere with your privacy.

Under “Salary data on LinkedIn” it is recommended that you do not allow anyone to view your salary, this makes you more vulnerable to hacking and even home break ins.

Depending on what you are using LinkedIn for, it may be a good idea to allow LinkedIn to show your “Personal demographic information,” however once you no longer need to display information such as that in this section it is recommended you go in and limit the type of information displayed about you. It is also not recommended that you enable the “Social, economic, and workplace research” preference and allow LinkedIn to share your data with any outside service.

Moving on to the “Job seeking preferences” where there are many sections here that require your attention. First, in “Job application settings” you will need to decide whether or not to allow LinkedIn to maintain copy of your resume, work experience and skills. It is recommended that you go directly to the company website to apply for employment instead of going through LinkedIn. It is recommended however, that if you do go through LinkedIn to apply for employment positions that once you obtain employment you remove your resume and any other additional information you shared with LinkedIn that you might not need on your account any longer.

In “Commute preferences” LinkedIn asks you to put your full address onto your profile (not for public view) so that they can accurately calculate your commute time. This is not recommended even while searching for employment.

Also, if you apply for jobs through LinkedIn it is a good idea to visit the “Stored job applicant accounts” preference periodically and remove any stored third party created accounts you may have unknowingly made when you applied for certain positions.

Finally, in “Other Applications” you will need to review the “Permitted services” and “Microsoft Word” preferences. In these sections, again you can verify that you have not allowed LinkedIn to share any of your data with outside sources.
#PHISHINGALERT: Messages containing bad spelling, grammar, and that aren’t addressed to you personally, or asking you to act immediately, are major red flags.

In the final “Settings” section we will review the “Advertising preferences.” Here it will be important to review each section to ensure you do not allow LinkedIn to use your data or photos for advertising purposes. First, in “Profile data for ad personalization” it is recommended this preference remain “no” so that you do not allow LinkedIn to use your photos or information to personalize ads for you. “Interest categories” allows LinkedIn to personalize ads and job postings based on items you may have clicked on or your profile information. It is not recommended that you turn this function on.

Moving on, let’s review “Data collected on LinkedIn” preferences. Here is yet another location where LinkedIn attempts to use your profile information in order to create and show you (and others) more personalized ads to include job ads. The use of information is broken down in this section by subsections or individual preferences, where you will need to go in and select “no” for each one in order to deny LinkedIn the capability to use your information. Under “Education,” “Job information,” and “Employer” you will need to go in and select or unselect each category as there are multiple.

Finally, under “Third-party data” (see below) you will want to review each preference as they all relate to sharing your data on sites other than LinkedIn or from other sites into LinkedIn. It is recommended that you not allow LinkedIn to push or pull any information about you, enable “no” under each sub preference in this category to decrease your personal information from being shared.
In addition to the “Security and Privacy” settings, it is important to look at your LinkedIn “Profile” and consider what kinds of information it is divulging about you. We recommend keeping profile data as general as possible, while still allowing it to serve your purposes for the account.

We recommend that you do not use photos of yourself for your profile or header photo. These are viewable to the public and so present an unnecessary vulnerability. If you decide to upload a profile picture, ensure that it is visible only to your “Connections”. Try to hide any obvious identifying marks that could make you more easily identified on another website or in person.

To check your “Profiles” visibility to others, simply select the picture icon (see below highlighted in red) then again select your picture icon at which time a window will pop up. From there select “Visibility” located at the lower right of the pop up box. From here you can choose which category best fits your privacy needs. It is recommended that you select “Your connections” for visibility here, however if you are seeking employment it might be necessary to allow a much broader audience for some time. Just remember once you have gained employment to reset your privacy settings throughout LinkedIn.

Stop. Think. Act - If anyone (a "Connection" or not) sends you a message with an attachment, will you open it? Does your action depend on whether or not you know and trust the sender? Even if someone you know sends you an attachment, it is a good idea to verify with that person over the phone or face-to-face that they are the sender before opening it. You may not know immediately if you’ve been hacked, and by the time you find out, it could be too late.
We recommend you do not add a phone number, birthdate, or address in this section, and they are not required. LinkedIn requires an opt out of such information at multiple different stages throughout your profile. It is important to make sure you navigate through each one to ensure your privacy is set to your standards.

If it is important to you to display any of the above mentioned information, ensure that it is only visible to "Your Connections". Do this by selecting the "Birthday visible to" link at the bottom of the screen (shown here to the left highlighted in red). Ensure that "Only you" or "Your Connections" is selected. Select the "Save" button before you exit out of this screen to keep selected settings.

If you decide to create a post on LinkedIn, be sure to set the privacy settings of the posts containing personal information so those posts do not appear to the public. As shown in the box to the right, posts made "Public" on LinkedIn can be viewed by anyone.

In order to change the privacy settings for your post, simply locate the "Post Settings" drop down menu located on the post itself (highlighted right in red). From there select the appropriate audience for your post, we recommend "Connections only".
LINKEDIN SMART CARD

Mobile Device Version

** This information describes how to make your account secure on Android and iPhone mobile devices. Differences between iPhone Operating System (iOS) and Android Operating System (AOS) are minimal, in such cases iPhone images are outlined black and Android blue.

On iPhone: Select “Post” at the bottom center of the screen, then under your name select “Anyone”, or the default. From the pop-up menu, select who you want to be able to see your post - we recommend “Connections only” or “Group members”. You can also select “Advanced Settings” to “Disable comments on the post”.

On Android: the process of locking down who can see your posts on Android is the same as on iPhone, except the “Advanced Settings”. When you select “Advanced Settings”, you will set the toggle to “Off” in order to disable comments for your post. (see below)

Helpful Extra Hints

iOS/Android

To access your “Privacy Settings” page from your mobile device simply follow these steps:

1. Tap your “Profile” picture.
2. Tap the “Settings” function located under your name.
3. Navigate through the four tabs to adjust settings for “Account”, “Privacy”, “Ads”, or “Communications”.

Removing a mention

To remove a mention from a post or comment:

- Click the More icon in the top right corner of a connection’s post.
- Click Remove mention from the list of options that appears.
- Click Remove.

The post will no longer link to your profile. Once you’ve removed the mention, your name will still appear in plain text but the link to your profile won’t be present.

Removing a tag

To remove a tag from a photo:

- Click on the Tag icon on the photo.
- Click on the X icon next to the tag with your name to remove the tag.

The member that mentioned you originally won’t be notified that you’ve untagged yourself from the post.

To strengthen your password, try substituting numbers for letters that look similar. For example, substitute “0” for “o” or “3” for “E”. #updateyourpassword
**PLAYSTATION SMART CARD**

**Do’s and Don’ts**

- **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 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:** To enhance the security of your PlayStation, we recommend you set up two-factor verification. Follow the detailed steps below, along with the graphical depiction of the steps on page two. From the “Account Management” screen, select “Account Information”. Click on “Security”. Next go to “2-Step Verification”. Select “Set Up Now”. Enter the phone number you want to set up to your account. A code will be sent to your mobile device. Verify your identity by entering the code sent to your mobile phone. This verifies you entered your phone number correctly. “Activate” the two-factor authentication. This adds an extra step to your basic log-in procedure, but can significantly help protect your system from being compromised later.
It is good to understand PlayStation’s privacy policies; however, users grant third-party applications access to privacy information and these apps have their own privacy policies.

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” subcategory allows you to choose who can see your real name and who can communicate with you. View the picture on the bottom right to see the privacy setting subcategories.
**Privacy Setting Recommendations**

We recommend 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. We recommend 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, and are accurately portraying themselves online. For this reason, we recommend 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, we recommend 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. We recommend that you select the “Friends Only” option as shown here in the example picture on the right, 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 systems 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”.

PlayStation provides a login feature that utilizes facial recognition technology. The photos and derived data are stored on the system but are not shared with third parties.
From the “PS4 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 “PS4 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 highlighted in red for the pathways of these features within the settings. Parents are recommended to implement the various system restrictions and the age appropriate parental controls.

Parental controls are a means to protect children from online predators and prevent children from accessing content that is not appropriate for their age levels.

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

**Passcode**

The PlayStation Passcode is defaulted to “0000”. We recommend you change the system passcode to enhance the security of your device. To change the passcode, go to the “PS4 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 twice.
Go to the “Parental Controls/Family Management” section. On the PS4, 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, we recommend you use the “Initialization” feature whenever you are discarding or transferring the PlayStation system to another person. Initialization of your PS4 system restores system settings to default values. It deletes data saved on system storage and deletes all users and their data from the system. When you initialize the system software, all settings and information saved on your PS4 system are deleted. This cannot be undone, so make sure you do not delete any important data by mistake. Deleted data cannot be restored. Initialization helps ensure the removal of your privacy information after you are done with the system. To initialize the PS4, first go to “Settings”, then “Initialization” as seen to the right, highlighted in red. Next, select “Initialize PS4” as illustrated on the bottom left, 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 a default system - some data will still remain on the PS4. Be sure you are doing a “Full” initialization.
**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, you are recommended to take the following actions:

- Change your password immediately and use strong/complex passwords.
- 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.

Also, you can report that your account has been hacked by going to https://support.playstation.com.

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 left here. This notification is to let users know that there has been a change in their policy and they are not allowing users to record party conversations. This does not mean however, according to Sony, that Sony or PlayStation themselves are recording your conversation. These recording 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.
Hidden Phone Apps

What are Hidden Apps?

“Hidden” apps, “Vault” apps and “Ghost” apps, are apps that look innocuous, perhaps like a calculator, but 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. Most times, these apps require a password to be entered in order to gain entry into 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 (some examples)

| 1 Gallery Vault - hide pictures & videos, strong encryption |
| LockMyPix - hide photos, videos, AES encryption |
| Vaulty - hide pictures and videos |
| Keepsafe Photo Vault - hide private photos and videos |
| Vault - Hide pics and video |

iPhone Hidden Apps (some examples)

| Fake Calculator App - hide photos and videos (many versions) |
| Private Photo Vault - picture safe |
| Secret Calculator Fake Vault |
| Keepsafe Photo Vault - hide private photos and videos |
| Secret Vault Hide Photos - private picture safe |

Do’s and Don’ts

- Do periodically check your child’s smart devices to make sure they have not downloaded anything you have not approved.
- Do think about using a monitoring service (as discussed in the Keeping Children Safe Online Smart card) for your child/teens 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 nude photos or videos on their smart devices and make sure they understand the serious consequences.
- Do not 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.
- Do not allow your child to use “Messaging Apps” that instantaneously delete the content they hold. Allowing such apps will take away from your ability to help your kids navigate through smart device social norms.
- Do not allow children to set private passwords without sharing them with you. Always ensure that you can access your child/teen’s phone at any time.
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.

How to Prevent Your Child from Downloading Hidden Apps

♦ **On 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.
♦ **On iPhone**: iOS has a built in feature that can be controlled through the “Settings” of your iPhone. Simply go in to your “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.
♦ **On 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.
♦ **On Android**: Android users can also create a password for authentication to authorize purchases. This feature is located in the “User Control” section of your “Google Play Store” “Settings”.

Red Flag Indicators

I. 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”.

II. 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.
Pay Apps

Do’s and Don’ts

- 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 device you have linked to the app.
- Do not 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.
- Do not use unsecured Wi-Fi or public Wi-Fi networks while using mobile pay apps or for any online banking purposes.
- Do not 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 Pay stores.

Mobile wallets utilize technology you already own—your smartphone, for example—to allow you to make in-store payments quickly and securely without having to use your credit or debit card. The term “digital wallet” may refer to either an electronic device that stores payment information (such as a smartphone) and 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 your phone essentially becomes that equivalent of losing your wallet. Whoever finds your phone holds the keys to your identity.

Using pay apps via your smart device means having to be on the alert for cyber criminals.

Using mobile pay apps means you may run the risk of malware infecting your phone and gaining access to payment and identity information.

DEFINITION
What if your phone battery dies?!!

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.
# Pay Apps

<table>
<thead>
<tr>
<th>App</th>
<th>Apple Pay</th>
<th>Venmo</th>
<th>Facebook Messenger</th>
<th>Cash</th>
<th>Zelle</th>
<th>Xoom</th>
<th>Google Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security</td>
<td>High</td>
<td>Low-Medium</td>
<td>Medium-High</td>
<td>Medium-High</td>
<td>High</td>
<td>Medium-High</td>
<td>High</td>
</tr>
<tr>
<td>Internatinal Pay Feature</td>
<td>Yes, User must manually turn this feature on</td>
<td>No</td>
<td>Yes, limited</td>
<td>Yes, UK</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Linked to Bank Account</td>
<td>Transfer to Bank account</td>
<td>Yes</td>
<td>Yes, only through a Visa or Mastercard debit card or PayPal account</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Linked to Debit Card</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Linked to Credit Card</td>
<td>Yes + Fee</td>
<td>Yes + Fee</td>
<td>Yes</td>
<td>Yes + Fee</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Paying on the Web</td>
<td>Yes if accepted and while using an Apple device.</td>
<td>Yes, if accepted and while using a smart device where App is loaded.</td>
<td>Yes, thru Facebook ads, Marketplace and groups. <strong>See Cons</strong></td>
<td>Yes, with Cash Card or other payment system such as Google Pay</td>
<td>No</td>
<td>Through PayPal</td>
<td>Yes if accepted</td>
</tr>
<tr>
<td>In Store Payments</td>
<td>Yes, where accepted</td>
<td>Limited acceptance at retailers.</td>
<td>No</td>
<td>Yes, with Cash Card or other payment system such as Google Pay</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Pros

- **Apple Pay**
  - Rated most secured payment app. Accepted at some major universities
  - User friendly, owned by PayPal
  - 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.
  - Widely accepted, easy to use. Able to use on Android and iPhone devices.

- **Venmo**
  - 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 residents. They may also require a bank statement.
  - In order to use Pay to Pay (pay a friend etc.) you have to download the Google Pay Send App separately.

- **Facebook Messenger**
  - No available password protection for your smart device - two-factor authentication, phone log on password - to ensure the protection of your data.
**Do’s and Don’ts**

- **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 an individual for the first few times.
- **Do** use more popular dating apps and stay away from less popular sites, which may have less security in place.
- **Do** use dating app sites on any public Wi-Fi. It is important to always make sure you are connected through a secure internet connection.
- **Do not** synch your social media accounts with your dating accounts.
- **Do not** forget to trust your "gut". If something doesn't feel or seem right it very likely isn't.
- **Do not** give out personal information right away to include personal numbers or email addresses.

* Be Anonymous - Don’t include your last name or any other identifying information in your profile or initial communications. Likewise, we recommend you **not** include your contact information - email address, home address, phone number - on your profile.
* Create a unique email address and Username for Dating Apps.
* Keep your financial information private!
* **Do not** meet at your house or place of work.
* **Do not** ask or allow a lot of personal questions initially. Save that for the date, this will help to prevent you from giving away too much information, too early.
* Do avoid drinking too much during your first several dates. Wait to loosen up until you get to know your date a little better.
* Try to do a search of your date on the internet before meeting up (see Self Assessment Smart-Card).
* Online dating scams are known to run as long as six months before you notice anything suspicious. Always be on the lookout for unusual conversations and behavior, such as your date requesting money or suddenly needing a ride somewhere.

**Things to watch out for:**

- An early request for photographs or videos
- A request for money or donations
- Minors using the platform!
- Users sending harassing or offensive messages
- Users behaving inappropriately after meeting in person
- Fraudulent profiles - if a profile looks incomplete or too good to be true, it probably is.

If someone immediately directs you to a different website from the one you are already on, you could be dealing with a scammer. #themoreyouknow
When you decide to give someone your phone number, use your cell rather than your home or work phone. If things don’t work out, cell phone numbers are easier to change.

"Millions of Americans use dating sites, social networking sites, and chat rooms to meet people. And many forge successful relationships. But scammers also use these sites to meet potential victims. They create fake profiles to build online relationships, and eventually convince people to send money in the name of love. Some even make wedding plans before disappearing with the money."

An online love interest who asks for money is almost certainly a scam artist."

-Federal Trade Commission
Fitness Apps

Mobile Device Version

**This information describes how to make your account secure on Android and iPhone mobile devices. Differences between iPhone Operating System (iOS) and Android Operating System (AOS) are minimal, in such cases iPhone images are outlined orange and Android black.**

Do's and Don'ts

- **Do** make sure that 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 photo. Profile photos are viewable to the public.
- **Do not** 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.
- **Do not** track exercises that begin at your own home, work place, or school.
- **Do not** choose 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.

Strava Activity Tracker

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 be sharing location data. In other words, if you want to get the most out of Strava, you need to share your location data, but this comes with a big privacy trade-off.

Late last year Strava’s heat map came under fire for posting its users’ locations publicly online. If you leave your location data for people to see, you become vulnerable to victimization, for instance of physical attack, stalking, or theft of your belongings when you are away from your home. The following describes the best way to create an account on Strava, while maintaining the utmost privacy to ensure your safety.

Create Your Profile

Start by creating your account, only putting in the minimum personal information required to create your log on (shown here to the left). Later you will have the option to build upon your "Profile" by adding additional information about yourself, but we recommend keeping as little personal information on your profile as you can..

Next (shown on the top right), you are asked if you would like Strava to push monthly reports to your email. We recommend you decline this option because it is possible for Strava to then share additional information with you, or about you to others. Select the “No” option.

The next screen asks if you will allow Strava to access your location. Although this is a big part of the app, we strongly recommend you **not** allow Strava to have access to your location.

You will also be asked several times to sync your contacts to the Strava app during set up. We recommend, anytime you are asked, that you **not** sync your contacts to this app.
Once you have completed the set-up process, there are several settings that must be set in order to best protect your privacy. From the “Home” screen, look to the bottom of the page and select “Profile” then select the “Settings” icon (looks like a wheel) at the top right of your screen. In the “Settings” section scroll down and select ”Privacy Controls“ (see right). Under “Privacy Controls” it is recommended that you change all of the tabs under “Where You Appear” from “Public” to either “Followers” or “Only You” to maximize your privacy.

The “Privacy Zones” function, under “Privacy Controls” > “Additional Controls”, allows you to draw a privacy circle around a certain area such as your house or work. When you run in that circle you are automatically hidden from all other users. The downside is that if you step outside of that designated circle, that data will become public automatically.

Next, we recommend you turn the “Metro and Heatmap” function off. This feature allows Strava to collect data and recordings from your device. First, under “Privacy Controls”, go to “Metro and Heatmap”, then next to “Include your activities in Metro and Heatmap”, set the toggle to “Off”, as seen above.

Contacts

Finally, we recommend 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”.

Who can see your routes?

Even with phone apps, it is important to make sure you keep a strong password to prevent anyone from accessing your account.

Mobile Device Version

** This information describes how to make your account secure on Android and iPhone mobile devices. Differences between iPhone Operating System (iOS) and Android Operating System (AOS) are minimal, in such cases iPhone images are outlined orange and Android (and when both are same) black.
Fitness Apps

Mobile Device Version

**This information describes how to make your account secure on Android and iPhone mobile devices. Differences between iPhone Operating System (iOS) and Android Operating System (AOS) are minimal, in such cases iPhone images are outlined yellow and Android black.**

The “Nike Run Club” App is one of the most popular activity tracking apps available. One of the things it does is publish your completed runs and fitness activities and stats directly to your social media accounts when you finish - this includes your running routes, which creates vulnerabilities. We recommend that as you create your Nike Run Club account, you provide the minimum amount of personal information possible. First, you will enter your “Basic Information”. Remember, never allow one app to have access to another - so do not log in via Facebook or another social media account. Instead, use an email and password unique to this account. Also, we recommend you **not** allow this app to access your location.

### Who can see my info?

First, let’s go to the “Settings” and establish your “Privacy” settings.

**On Android:** select the “Menu” option at the top left of the screen, then select “Settings” at the bottom of the list. (see right)

**On iPhone:** select your “Profile Picture” at the top left of the screen, then select “Settings”, toward the middle right of the screen. (see right)

Next, on both Android and iPhone, select the “Privacy Setting” option from the menu, and we recommend setting to “Only Me” or “Friends.”

If you allow other third party apps to connect to your fitness app be sure to check both apps for up-to-date privacy settings.
Fitness Apps

Mobile Device Version

**This information describes how to make your account secure on Android and iPhone mobile devices. Differences between iPhone Operating System (iOS) and Android Operating System (AOS) are minimal, in such cases iPhone images are outlined yellow and Android black.**

Nike Run Club

Next, go back to “Settings” and visit “Run Settings”. We recommend you set the “Tracking” function to “Indoor” so that the app cannot track your outdoor routes.

We recommend you **not** allow “Friends” to “Tag” you in their posts, this is one way you really lose control over your information. Go to “Settings”, then “Friend Tagging”, then next to “Allow”, set the toggle to “Off”.

What personal data does Nike Run Club collect? Nike Run Club collects the following data in order to provide you with its products and services - unless you lock down your account:

- Contact details including name, email, telephone number, address
- Login and account information
- Personal details like gender, hometown, birthday
- Credit card information
- Images, photos, videos

Finally, let’s visit the “Workout Info” function, below “Privacy Settings”, which also must access your location and other personal data in order to work optimally. We recommend you set the toggle to “Off” in order to secure your data and personal information.
Fitness Apps

Mobile Device Version

** This information describes how to make your account secure on Android and iPhone mobile devices. Differences between iPhone Operating System (iOS) and Android Operating System (AOS) are minimal, in such cases iPhone images are outlined blue and Android black.

Garmin

The "Garmin Connect" fitness app is another popular exercise tracker that is capable of sharing a lot of personal information you may not be aware of. If the settings are not set correctly, Garmin will automatically share your information with the public.

First, let’s lock down your “Profile” so that you limit which people can see what kinds of information about you.

On iPhone: from the “Home” screen, select “More” tab, then select “Settings”, then “Profile & Privacy”. (see left)

On Android: from the “Home” screen, select the “Menu” tab in the top left corner, then select “Settings” toward the bottom of the menu list, select “Profile & Privacy”.

Once in the “Profile & Privacy” section, look through all the privacy settings (see right). We recommend that the tabs in this section be set to “Only Me” or “My Connections.” Here you can also choose what personal information you want published on your profile for others to see.
Garmin

Also, in the “Profile & Privacy” section, let’s look at the “Data” section. It is located in the subsection labeled “Privacy” (see left). On the next screen, you will see a list including “Data Upload”, “Insights”, and “Popularity Routing”. First, select “Popularity Routing”. This function allows Garmin to collect data from your account and device in order to build and reinforce databases that hold popular routes. We recommend 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”, this is your choice. Finally, select “Device Upload” and decide whether you want to Garmin to connect your Garmin devices to “Garmin Connect”, set the toggle to “On” or “Off” based on your preference here.

Finally, let’s look at what other features of your phone you are letting Garmin have access to. Go back to “Settings”, select “Phone Permissions” and review which device features Garmin is connected to. We recommend you set both “Contacts” and “Calendar” to “Off”, and we suggest you consider doing the same for “Camera” and “Location”. (see left for Android, and right for iPhone).

On Android: Note that “Location” is further down the list, reference screen shot left.
Anytime your fitness app has an update it is a good idea to use this time to also update your password.

**Fitbit**

FitBit is another popular activity tracker, and one of the first of its kind. Older versions of FitBit were designed to automatically publish workout statistics and information to the public, but newer versions have changed default settings to keep this information private. Therefore, unless you configure it otherwise, your privacy setting should be set by default to “Private”. Nevertheless, we recommend you always confirm settings yourself.

First, let’s review your “Profile” information. From your “Home” screen (see left), select your “Profile Picture” icon in the top left corner. Then select your “Account”, noted by your name, and your “Profile Page” will appear, select “Personal” and ensure that “Location” is not turned on. Also review the personal data you have provided to Fitbit on this page. Next, go back to the “Account” section (where you selected your “Account” by name earlier). Here you can review each of your FitBit settings and then head to the “Privacy and Security” section where you will want to pay special attention to each setting.
Don’t just set the settings within the fitness app, make sure you go into your phone settings and update what you allow for each app from your phone.

Polar is a company that produces fitness tracking watches and hardware, all of which connect to its popular app, Polar Flow. According to a recent investigation, the app’s tracking map exposed the home addresses of thousands of users. This is in part because people often turn their fitness trackers “On” or “Off” when they’re close to home, unintentionally revealing where they live.

To keep your data private on Polar Flow:

- Go to “Settings” and then “Privacy”, and set the default to “Private”
- Change the privacy of each of your past runs individually, set them each to “Private”
- Set your “Profile” to “Private”
“Best Practices”

- 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 microphones 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 actually 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”

Under “Settings” and “Touch/Face ID & Passcode,” select “Add a Fingerprint” and “Turn Passcode On”. Be sure to use at least a 6 digit passcode. Alpha-numeric passcodes are even better options.

Note: iPhone 11 has taken off the feature “Touch ID” and replaced it with “Face ID”. Follow directions to create a Face ID, and we recommend under “Use Face ID For”, the same settings as “Use Touch ID For” (left). Additionally, we recommend that you turn off “Siri” due to its listening capabilities and bugs associated with accessing your phone through Siri without a password.

Finally, scroll further down in this section, and we recommend setting the functions under “Allow Access When Locked”, as seen here (above right), in order to limit access.

“Find My iPhone”

Next go to “Settings” and select your account at the top (highlighted in red to the right). From there, select “Find My,” then select “Find My iPhone” and ensure it 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 (iOS 14.1) SMART CARD

“Wireless Networks”

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) Scroll up from the bottom of your phone and tap the icon on the control screen; or 2) In “Settings”, Select “WIFI”, and it turn off.

“Bluetooth”

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.

“Location Services”

Whenever you take a photo, your phone records the location and saves that information inside the photo’s EXIF data. When you send that photo to someone else, they may be able to see where you took it, in some cases, down to a specific street. If you post a picture taken from your home, anyone who can view the EXIF data could figure out where you live and more. It is important to remove the EXIF data, or better yet prevent your devices from including it in pictures. Please refer to the “EXIF” Smartcard in this book for information on how to do this.

To disable your location from being shared in “Message “and “Find my Friends”, open the “Settings” app and navigate to “Privacy” > “Location Services.” Then navigate to “Share My Location” and tap on the toggle to disable “Share My Location.”

Note: If you turn off “Location Services” in the “Privacy Setting” menu, you cannot use location services for things such as “Navigation” or “Find My iPhone” if lost or stolen. You can still wipe your phone, using the “Find My iPhone”, if “Location Services” are off. Alternatively, you can leave “Location Services” on in “Privacy Settings” but turn it off for installed apps you don’t want to have access. Just scroll down to find which apps use your location.

Go back to “Location Services” to disable your location from being saved with photos, and tap on “Camera” to change this setting. Note: The “Location Services” toggle must be on to find the camera option. Perform the same steps to disable location services for other apps listed in the “Location Services” setting. Navigation and maps apps are examples of those that require “Location Services.”
iOS PRIVACY SETTINGS
(iOS 14.1) SMART CARD

"Analytics Data and Ad Tracking"

"Analytics" enables a feature that gives Apple permission to track your activities. "Ad Tracking" allows vendors to send ads to you, targeted to your interests. Apple provides a setting to allow you to opt out of both of these features. It is recommended that you turn off "Ad Tracking."

1) Open up the "Settings" app and navigate to "Privacy" then to "Analytics" and "Advertising"

2) Select "Analytics" and Then turn off "Share iPhone Analytics"

3) Then go back and select "Advertising" Turn ON “Limit Ad Tracking.”

"Location-Based Apple Ads"

"Apple Ads" allow Apple to serve you with ads, based on your location. "Location-Based Ads" do not use your exact location and Apple does not give this information to advertisers. Here’s how to disable "Apple Ads":

Open up “Settings” > “Privacy” > “Location Services” > “System Services.” You’ll see a list of location-based selections that can be toggled off.

While in “System Services,” it is also recommended you scroll to the lower portion of the screen and select “Significant Locations.” From there be sure the “Significant Locations is toggled to the “off” switch, so that your Wi-Fi and iPhone are not capturing your location data.

Marketing data is not just available to marketing companies anymore. #turnadsoff
Safari’s “Do Not Track”

Safari’s “Do Not Track” is a universal web tracking opt-out initiative that allows users to prevent advertisers from tracking your browsing habits. The Safari browser on iOS 13.0 allows users to opt-out to prevent advertisers from seeing users mobile web browsing history. To opt-out, open the “Settings” app, scroll down and select “Safari”. There are several sections to look through and adjust the settings, but definitely 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” > “Website Data”, then select “Remove All Website Data”

“Passwords and AutoFill”

Clear the AutoFill to protect passwords and credit card information. To do so, open “Settings” > “Safari” and click on “AutoFill”

Next, select the following settings to disable “Use Contact Info”, and “Credit Cards”
Apple and Google have partnered on offering a secure and private coronavirus contact tracing implementation on iOS and Android. Contact tracing is called “Exposure Notifications” on iPhone, and is default set to “Off”. You’ll have to download an app from your local health authority that will require your explicit permission to use anonymous Bluetooth data for it to work, upon rollout of the system in May 2020. Later in the year 2020, contact tracing software will allow it to work without a third-party health authority app.

In the meantime, you may be curious as to status of the “Exposure Logging” function on your iPhone. You can see whether yours is activated by going to “Settings” > “Exposure Notifications” > “Exposure Logging”. When you see “Exposure Logging”, you will notice a toggle to the right that is probably “Off”. You can attempt to turn it “On”, and if you aren’t able to do so, then the tool is not yet active on your iPhone.

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”. For now, you’ll need an authorized app before “Exposure Notifications” can be turned on, but when that happens you can tap the toggle to turn notifications “On” or “Off”. 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”. (see above)

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 14.1. It does not connect any data without you installing and authorizing a local health authority app, which will be available soon. Apple and Google’s exposure notification system will be completely opt-in.
Best Practices

- Smartphones and tablets are not impenetrable. Secure your smartphone with a password or biometrics, 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 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 actually 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/locationhistory](http://maps.google.com/locationhistory) to see your device location history for the last year or more.

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

Physical Security

The first line of defense in preventing unauthorized access to your device is to protect it with a “Passcode”. In addition, Android 9.0 offers several enhanced security features, including “Fingerprints”, “Facial Recognition”, “Encryption”, and “App-level Permissions”.

Under “Settings”, first select “Biometrics and security”. Here, you can set up your “Face recognition” and “Fingerprints” profiles. You will then go back to “Settings” and select “Lock Screen” in order to set your screen-lock preferences. Tap the “Settings” icon and then tap “Lock Screen.” The options are Swipe, Pattern, PIN, Password, Face, Fingerprints. 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 “Lock Screen”, 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”.

Under the “Biometrics & Security” section, you may be able to select the option to “Encrypt Phone”, which allows you to initiate the encryption of all data on your device. According to the instructions, this could take up to an hour and requires your device to be plugged into its charger. This process must not be interrupted, so be sure to start it when you are sure you will not need to use your device for that amount of time. You will only need to perform this once. Locking your device encrypts the data on your phone. Unlocking your encrypted device decrypts your data.
**Mobile Hotspot, Bluetooth and Wi-Fi**

**Mobile hotspots** devices can be purchased and used for connecting to the internet remotely, but without connecting to public Wi-Fi, which is always discourage. Most Android Smartphones have a “hotspot” feature that allows you to connect to your internet (for instance on your laptop) remotely. By turning on this feature, your phone uses its cellular data to create a “Wi-Fi hotspot”. You can turn this option on and off under “Settings” > “Connections” > “Mobile Hotpot and Tethering”. **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” > “Connections”. When using **Wi-Fi** on your Android it is important to ensure the “Turn on Wi-Fi automatically” feature is turned off. To do this head to the Wi-Fi screen then select “Advanced” in the upper right hand corner. If this function is turned on simply toggle the switch to the “off” position as shown below.

**Wireless Networks**

**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. malware.

Turn off NFC when not in use by tapping “Settings” > “Wireless & Networks” or “Connections”. Then tap the toggle switch for “NFC and payment” so that it is in the “off” position.

**Location Services**

Whenever you take a photo, data on your location is saved inside of the photo’s 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 “Biometrics and security.” Disable your location services.
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 synching 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” are “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” > “Biometrics and security” > “Find My Mobile”. 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 Wi-Fi, Bluetooth, and sharing capabilities whenever you are not actively using them.

Although saving your passwords is convenient, it poses a huge threat to your security should your device be stolen.
Lost or Stolen Android Device

**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:

- [Adblock Plus](https://adblockplus.org)
- [Adblock Browser](https://adblockbrowser.org)
- [Free Adblocker](https://freeadblocker.org)
- [Firefox Browser](https://firefox.com)

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”.

**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.

**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 your Chrome and Android are updated to the most recent versions, this feature should work to protect you from malicious sites.
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.

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”.

Go to “Settings” > “Apps” and 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.

This only works with apps designed for use specifically with Android. Permissions for older apps or those without full Android functionality can still be disabled, but this could make the app function unreliably.
**Do’s and Don’ts**

- **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.

- **Do not** 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.
- **Do not** allow participants to share their screen during any of your meetings.
- **Do not** 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.
- **Do not** engage a Zoombomber. It is recommended you lock your meeting to prevent intruders.

Zoom is a U.S. based remote conferencing service utilized by businesses, schools and individuals all over the world. It provides a remote conferencing service that combines video conferencing, online meetings, and a messaging feature. Zoom has recently come under scrutiny for its inadequate privacy and security protocols, most notably its lack of encryption and accidental routing of calls through China. While we do not recommend using Zoom for conferencing, the next several pages show recommended ways to manage the security and privacy settings for Zoom, in case you find yourself needing to use it.

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”.

**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” and “Telephone”. In the “Meetings” tab scroll down until you see the section shown below. We recommend you always authenticate users and require a password when scheduling any meeting.

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”.

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.

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.

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 company’s privacy.
ZOOM SMART CARD

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. We recommend 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. We recommend you not allow anyone to record your meetings.

Head back up to the menu and select “Telephone” to review the final settings here. First, we recommend 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 chose, 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.

Holding participants in a "waiting room" and approving the connection of each individual gives the host controller who is in the meeting.
ZOOM SMART CARD

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 Services 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 cannot log in to your email account, Twitter has provided links to each email account “having trouble signing in” page for your convenience. Please see the Twitter smart card for this information.

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.
TRAVELING SAFELY WITH SMARTPHONES

Do’s and Don’ts

- 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.
- Do delete emails that are old or no longer needed prior to travel. Remember 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 stagnant upon returning from your travels. Examine your smartphone as soon as you return to your home. If it is acting up or repeatedly making you put your password in there may be malware on your device and you may want to take it in or consider getting a new device.
- Don’t link apps and social media accounts together (i.e. 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 Wi-Fi turned on when traveling. Any of these left on could allow a hacker to connect to your phone if they were able to get within a certain distance from you.

Wi-Fi Safety Tip

Avoid Public Wi-Fi at all costs, hackers will name the network the same thing as the hotel or other public network. Hackers in Europe have been caught making Public Wi-Fi networks to resemble the public network name. 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 Wi-Fi off when you are not using it in order to prevent tracking or hacking of your phone.

Precautionary Tips

- Be aware that your phone may be scanned forensically when entering a foreign country.
- Set your phone to lock automatically and make sure you have a complex password or fingerprint enabled while traveling. This will help to 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 Wi-Fi and Bluetooth when traveling. Only turn these capabilities on 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 do decide to use a SIM card make sure to turn off "Auto Sync" to conserve your battery and data plan.
- Make sure all the software is updated on your phone, this will in turn 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, recommend purchasing a pay-as-you-go phone for travel, especially travel overseas. This is probably the single best way to prevent any of 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.
Identity Theft Scams On The Rise

Utility Bill Scam: As of September 2018, the Federal Trade Commission (FTC) reported an increase in local utility scams. The consumer receives a call from someone posing as a local utility company claiming the consumer has a past due bill. The caller is very convincing, even to a consumer who may have just paid their bill. Oftentimes the caller will threaten to cut off service, hoping this threat is enough to get the consumer to provide personal and financial information, thereby falling for the scam. If you feel a call from someone claiming to be a bill collector is suspicious in any way do NOT settle the bill at that time. You have the right to call the utility company yourself but remember do not use the phone number they provided you, look up the number yourself. Also, report this suspicious activity to the FTC.

Imposter Scams: Reports of IRS impostors have surfaced during the 2018 tax season. Consumers receive a call from an individual claiming to be an “IRS Officer,” who will then inform the consumer that they owe a large amount of money and if they don’t pay an agreed upon amount immediately local law enforcement will issue a warrant for their arrest. They will often try to “negotiate” a smaller amount to make the consumer feel as if they are getting a deal. Instead of paying with a check or money order, these scammers instruct their victims to buy gift cards and read the numbers to the fake agent over the phone for verification. Remember, no legitimate organization will ever ask for payment in gift cards! Also, report all scams involving taxes or the IRS to the IRS fraud department.

Suspended Social Security Number: Consumers are reporting a new “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) claim 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, it was actually the address 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

12 Practices to Avoid Identity Theft

1. Do not disclose your full nine-digit Social Security number
2. Avoid paper billing by requesting secure electronic statements instead, or have them mailed to a Commercial Mail Receiving Agency (CMRA)
3. Lock your mailbox
4. Keep your information safe, both online and offline, by shredding documents containing personal information and passwords and protecting sensitive computer files
5. Use unique, hard-to-guess passwords that include a combination of letters, numbers, and symbols
6. Avoid using the same password across multiple accounts
7. Install and update antivirus, anti-malware, and security programs on all computers, tablets, smartphones and operating systems
8. 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, and name of high school
9. Avoid making purchases, paying bills, or sending sensitive information over unsecured WiFi networks
10. Disable Bluetooth on devices when not in use
11. Watch out for “phishing” scams; do not trust unsolicited offers and ads
12. Fight “skimmers” by touching ATMs to see if all the parts are solid and not add-ons, cover the keypad/screen with your hand while typing the password, and always look for suspicious holes or cameras
IDENTITY THEFT SMART CARD

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 they file their tax return.

According to the FTC, identity theft was the top complaint received for the past 15 years, increasing 47% from 2014 to 2015 as a result of a massive rise in tax-related identity theft (see "FTC Releases Annual Summary of Consumer Complaints," March 1, 2016).

Children also 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.

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:

FTC Identity Theft Online Complaint Form https://www.ftccomplaintassistant.gov/
www.fraud.org (You can also call: 1-800-876-7060)
KEEPrING YOUR CHILDREN
SAFEN ONLINE

- 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.” Most of the teens also have used or use a smartphone. 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 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. https://www.guardchild.com/social-media-statistics-2/

- 67% of teenagers say they know how to hide what they do online from their parents. 43% of teens say they would change their online behavior if they knew that their parents were watching them.

Do’s and Don’ts

- **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 picture of something other than yourself for your profile photo. Profile photos are viewable to the public.

- **Do** tell kids to let parents or responsible adults know anything online makes them uncomfortable.

- **Do not** use location services.

- **Do not** add your birthdate, location, phone number, or other personal details to online profiles.

- **Do not** 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/consumer-protection/childrens-privacy

Now it is time to give this app another look. YouTube Kids has just pushed their parent-approved content, a control that lets you select every video and channel available to your child. It is available today on Android and coming soon to iOS. In the “Restricted mode”, kids are not able to search for content on their own.

Open settings and scroll down to the bottom just past your child’s (or your) profile. Select “approved content only” or “Restricted Mode On.” Next, you may want to also Lock “Restricted Mode” on this browser. “Restricted Mode” lock prevents others from changing the “Restricted Mode” settings on this browser.

https://www.youtube.com/yt/kids/

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 password before any downloads can take place. This can also be done on your Android devices as well.

**Extras to Help Parents:**

Can you set age restrictions on Disney +? The answer is no. You can learn more about this topic here: https://www.androidauthority.com/disney-plus-parental-controls-1108634/

KEEPING YOUR CHILDREN SAFE 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 certain online 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 keep 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 on account.microsoft.com/family, where you can also track kids’ spending and add money to their Microsoft accounts.

**Net Nanny Social**
Net Nanny Social lets you keep track of all your children on social media including Facebook, Twitter, Google+, Instagram, Pinterest, and LinkedIn. Features include:
- Detects registered accounts any new accounts created
- Ability to identify cyberbullying, cyber-stalking, or grooming
- Access to view photos and videos child has published
- Alert Notifications
- Daily/Weekly Reports

**My Mobile Watchdog**
Monitor your child’s cell phone use, including call logs, texting, photos (MMS), web history, web filtering, time restrictions, sync contacts and block applications. Receive real time alerts when a stranger contacts your child. Must be installed on your child’s phone.
- Monitor your child’s cell phone use
- Includes Web filtering, time restrictions, app blocking, and more
- Get real time alerts when a stranger calls the child’s phone
- Location Tracking! Track up to 99 locations and know exactly where your child is at any time.
- DailyWatch Summaries! A daily breakdown of your child’s activity conveniently packaged and sent to your email.

**Qustodio**
Free parental control app that offers simple tools to manage kids’ screen time, filter content and monitor or block apps kids use. Premium features include:
- SMS Messages & Call Tracking
- Location Tracking & Panic Button
- Ability to view social media activity including Facebook, Twitter, Instagram, and Whatsapp
- Block pornography
- Set multi-device time limits
- Control games and apps
- Browser-independent content filter that handles HTTPS traffic

**Family Premier**
Includes support across Windows, Android and iOS devices (no MAC support):
- Web supervision that allows warnings, blocking, or monitoring of sites based on your own site category choices
- Video tracking
- Control SMS contacts on Android
- Email Alerts
- Online time limits
- Activity Tracker to view device Internet history
- Location tracking to know where your child is at any time

Google has its own Safety Center to help ensure your kids remain safe Online, stay up to date at www.google.com/safetycenter/families/start/ #themoreyouknow
PHOTO SHARING SERVICES CARD

Do’s and Don’ts:

- 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 location of where the photo was taken.
- Don’t give apps permissions to access the cellphone 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 viewers 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 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. You can find more detailed information on how to set privacy settings for these Services on the following pages.

6 Popular Photo Sharing Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Primary Use</th>
<th>Image Privacy Options</th>
<th>Retains EXIF</th>
<th>Geo-Location Options (non-EXIF)</th>
<th>Allows Reposting</th>
<th>Populates in Google Searches (Indexed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instagram</td>
<td>Share photos and videos from camera enabled mobile devices</td>
<td>Public; Private (other users must request to follow you);</td>
<td>No</td>
<td>GPS-based device location and customizable location (both removable)</td>
<td>Yes, only with third party applications</td>
<td>Profiles are indexed, but not photos</td>
</tr>
<tr>
<td>snapchat</td>
<td>Share photos and videos that “disappear” after a certain number of views or a period of 24 hours.</td>
<td>Public; Private (other users must request to follow you)</td>
<td>No</td>
<td>Snapchat Geofilters use location services on your mobile device. Using Geofilters is optional.</td>
<td>No. Please note that viewers can still screenshot your Snaps.</td>
<td>No</td>
</tr>
<tr>
<td>facebook</td>
<td>Social network</td>
<td>Public; Only Me; Friends; Friends of Friends</td>
<td>No</td>
<td>Free-form text; location suggestions; map-based (removable)</td>
<td>Yes</td>
<td>Public profiles are indexed</td>
</tr>
<tr>
<td>Google Photos</td>
<td>Photo and video sharing and storage service</td>
<td>Private; Shared Albums allow anyone with the unique web link to view your photos</td>
<td>Yes for original uploaded file (not for resized file); You can also hide EXIF data</td>
<td>GPS-based from camera and Google’s Estimated Location (both can be disabled in the phone settings)</td>
<td>Yes, photos can be downloaded from a Shared Album.</td>
<td>Shared photos may possibly be open to public search in the future</td>
</tr>
<tr>
<td>Flickr</td>
<td>Photo and video hosting site used for sharing and embedding on blogs and social media</td>
<td>Public; Only You, Your Friends, Your Family</td>
<td>Yes</td>
<td>Editable location; map-based (both removable)</td>
<td>Yes</td>
<td>Public albums are indexed; Offers opt-out for 3rd party searches</td>
</tr>
<tr>
<td>photobucket</td>
<td>Photo and video hosting site used for sharing and embedding on blogs and social media</td>
<td>Public; Private (optional password protection)</td>
<td>Yes for original uploaded file (not for resized file) Location data is available unless you disable it</td>
<td></td>
<td>Yes; No</td>
<td>Public albums are indexed</td>
</tr>
</tbody>
</table>

*Default settings are in bold.
**Converting a photo to PNG file format will remove EXIF data.

Everything we post on the web creates a digital footprint. Protect yourself and your family by carefully choosing what you post.
PHOTO SHARING SERVICES CARD

EXIF Removal Tools

- **ACDSee Photo Software**: http://www.acdsee.com/
- **Paint Shop Pro Photo Software**: http://www.paintshoppro.com/en/

*For more information, please see the EXIF Data Smartcard*

Privacy Settings

**Instagram**

Tap ⬇️ on the bottom right.
Then tap the menu icon at the top right.
Tap ⬇️ at the bottom of the screen.
Scroll to find “Privacy” and then “Account Privacy,” make sure the toggle is on for “Private Account”.

When your account is private, only people you approve can see your photos and videos.

**Snapchat**

Tap ⬆️ at the top.
Tap ⬇️ to access Settings.
iPhone users, scroll down to the “Additional Services” section.
Android users scroll to “Who Can…”
Set each category except “See My Location” to “My Friends”.
Set “See My location” to “Only Me (Ghost Mode)”.

**Facebook**

From your smart phone, tap the at the top right corner.
Select “Settings & Privacy” then “Settings”.
Navigate to “Privacy” then to “Privacy Settings” and “Profile and Tagging” to adjust who can see your posts and pictures.

**Google Photos**

At the top of the page select ⬇️ to select “Settings”.
Under “Sharing,” ensure that the toggle is on for “Hide photo location data.” Ensure that the toggle switch is off for “Group similar faces”.

Android devices typically automatically backup photos with your EXIF data, so be sure to check your settings! #KeepGoogleInCheck
Privacy Settings Continued

For a comprehensive Flickr security walkthrough, visit the following URL:
https://safety.yahoo.com/SafetyGuides/Flickr/index.htm

Tap the icon at the top right corner.
Tap “Settings”.
Tap the “Privacy & Permissions” tab and use the image to the left as an example for your security settings.
Now tap on the “Sharing & Extending” tab.
Make sure you do not have any third party applications such as Twitter or Tumblr linked to your Flickr account. You should see a message like the one outlined in red below.
PHOTO SHARING SERVICES CARD

Privacy Settings Continued

Tap the at the top right corner.
Tap “Settings”.
Tap the “Privacy” tab and use the image to the left as an example for your security settings.
Then tap the “Apps” tab.
Make sure you do not have any third party applications such as Twitter or Facebook linked to your Photobucket account.

Safety Fact: 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. Internet programs, such as Fuskers, have been created that can identify URL patterns and test for working photo URLs. This allows “private” photos on Photobucket being downloaded and distributed elsewhere on the Internet without the consent of their uploaders.

Photobucket monitors suspicious activity to prevent software from guessing URLs and downloading photos. It is recommended that Photobucket users scramble the links to photos and videos, and select the option to scramble the links of both past and future if there is no need to preserve the original file names.
EXIF—Exchangeable Image File Format—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 uses the mp3s metadata to display that information. 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, but may use the information internally. 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.

<table>
<thead>
<tr>
<th>Tag Category</th>
<th>Important Tags</th>
<th>Security Implications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geo-location</td>
<td>GPSLongitude, GPSLongitudeRef, GPSLatitude, GPSLatitudeRef, GPSDateStamp, GPSProcessMethod</td>
<td>Ability to reveal the exact location of private places, such as homes or offices. Some photosharing sites, including Google+ and Flickr, publicly display image GPS coordinates on a map.</td>
</tr>
<tr>
<td>Timestamps</td>
<td>ModifyDate, DateTimeOriginal, CreateDate</td>
<td>Creates a log of behavioral patterns and personal timelines.</td>
</tr>
<tr>
<td>Camera</td>
<td>Make, Model, Serial Number</td>
<td>A unique serial number identifies the particular device for an image or set of images.</td>
</tr>
<tr>
<td>Authorship</td>
<td>Artist, Owner Name, Copyright</td>
<td>Links images with a name or organization.</td>
</tr>
<tr>
<td>Image Summary</td>
<td>ImageDescription, UniqueImageID, UserComment</td>
<td>Potentially reveals identifying information about the content of the images, such as captured persons or locations.</td>
</tr>
</tbody>
</table>

**Do**

- **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**

- **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.

**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.
SMARTPHONE EXIF REMOVAL

SMART CARD

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 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 meta data 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 developed. This will allow computers to compare a picture without EXIF metadata to millions of other picture 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.
LOCK DOWN YOUR LAPTOP SMART CARD

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’s 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 options.
- Avoid sharing passwords across multiple platforms, especially for sensitive accounts like a Windows logon, bank account, and email account.
- Change your passwords frequently - every 6 months for important passwords, at a minimum.

Additional Security

Windows 10 also 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 also enable two-factor authentication (2FA). 2FA requires users to authenticate access through a supported device, i.e. a text to a phone number or an email to a backup address, before accessing an account.

Encryption Basics

Some versions of Windows 10 allow users to easily encrypt file, folder and hard drive data with BitLocker protection. To access BitLocker, navigate to “Control Panel”, “System and Security” and select the BitLocker slider or “Device Encryption” to secure your hard drive data. Some newer devices are encrypted by default, which may be the case if you are unable to locate a Bitlocker option on your device. If you’d rather use “on-the-fly” software to lock certain files or folders, you can also use a number of Freeware (Free Software) encryption services such as VeraCrypt, AxCrypt, GNU Privacy Guard, or 7-Zip. You can find these tools and other simple encryption tips at: lifehacker.com/five-best-file-encryption-tools-5677725
Virtual Private Network (VPN)

A Virtual Private Network (VPN) connection is the safest way to connect to the Internet and also 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, we don’t know who else is on the local network, which leaves our personal data vulnerable to snooping. Even when connecting to the wider web, our data is increasingly collected, inspected and exploited.

One sensible solution is to use a VPN. We recommend using 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 directly from your laptop, 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 $5 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 expanding which means VPN providers often offer free trial periods to new users.

For additional information on current VPN providers see: www.pcmag.com/article2/0,2817,2403388,00.asp

Sources
https://www.umass.edu/it/support/security/laptop-mobile-device-physical-security-dos-donts
http://www.pcworld.com/article/223044/vpns_for_beginners_to_experts.html
https://laptop.ninja/5-dos-and-donts-for-laptop-owners/
https://www.pcmag.com/feature/358289/two-factor-authentication-who-has-it-and-how-to-set-it-up
SECURING YOUR HOME WIRELESS NETWORK

Best Practices

- Create passwords that are sufficiently long and complex to 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.”
- Use a cable to directly connect any stationary computers / devices to your home network to limit vulnerabilities presented by wirelessly connected devices.
- Turn off your wireless network when you will not be using it for an extended period of time.
- 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 device’s 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.

Glossary of Commonly Used Terms

| Wireless Router | Physical hardware that allows users to connect their devices to a shared internet network. |
| Service Set Identifier (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. |

Accessing Your Router

In order to change your WPA2 password you will need to access your router. In order to access your router, you must enter the appropriate IP address, username, and password. If you do not have this information, your Internet Provider should be able to provide it to you.

It is important to understand that when your internet is being set up by your Internet Provider, they are not required to set it up using WPA2 (see the chart to the left). Recommend you ensure they set it up for you and provide the IP address for the router’s settings. That way, once they leave you can change the user name and password.

When changing your username and password for the WIFI, it is important to consider the following: choose a username that does not include you or your family members’ names; create a password that is long and complex. Lastly, it is important to change any “Guest Account” password to something other than your “Admin/Family Account” password.
SECURING YOUR HOME WIRELESS NETWORK

Creating a Unique SSID

When creating a name for your Wi-Fi (your SSID), it is important to consider who will be seeing it and what information it may give away about you and your family. For instance, if you decide to give it the family name (last name and perhaps number of family members), then anyone within range will be able to see your last name and likely piece together what the numbers represent. Alternatively, if you name your SSID “FBI Van,” that may call attention to your specific network and entice nefarious individuals into attempting to hack into it. It is recommended that you choose a name for your SSID that is generic in nature, providing no information about your family, address, date of birth, etc.

Disabling the SSID Broadcast

If you would like to hide your SSID so that it does not broadcast to the public, you can do so by scrolling down from where you created your SSID name till you find what’s pictured above. 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 Wi-Fi’s”.

Children’s Learning Devices: If you have smaller children in your home who have devices like the Leapfrog or Vtech games, and you disable your SSID broadcasting, these devices will not be able to locate your WIFI network and connect to the internet. In order for these devices to connect, you need to go back into your router settings and “Enable” the broadcasting of your SSID.

Router Firewall

The next two settings are usually found in “Router Settings” but you may have to look around a bit to find them.

A “Firewall” is a layer of security between your home network and the Internet. Since a router is the main connection from a home network to the Internet, the firewall function is merged into the router. Every home network should have a firewall to protect its privacy.

A firewall does not secure against every kind of attack. For example, you still need to run a virus-checker on all your computers.

Remote Access

Check that the Remote Management IP Address is set to 0.0.0.0 to ensure that remote access is disabled. This will help to ensure that others cannot access your router remotely and without your permission.
SECURING YOUR HOME
WIRELESS NETWORK

Enabling HTTPS

HTTPS is a variant of the standard web transfer protocol (HTTP) that adds a layer of security on the data in transit. HTTPS enables encrypted communication and secure connection while on the internet. It is used by websites to provide enhanced security for customers or 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.

MAC address filtering allows you to define a list of devices’ MAC addresses so that only those devices can access your Wi-Fi. In order to do so, follow the steps below:

Add the MAC address of each device you want to authorize access to your network (as highlighted above). 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 (as highlighted in the box to the right). Click the ‘Add’ button when done entering authorized devices.

Encryption

Between the optional WEP, WPA, WPA-PSK, WP2, and WPA2-PSK algorithms, you should select WPA2-PSK and also AES (a cryptographic cipher that is responsible for a large amount of the information security that you enjoy on a daily basis) for encryption. The PSK password should be long and complex, but different from the administrative router-access password.

Useful Links

Practically Networked
www.practicallynetworked.com/support/wireless_secure.htm

Wi-Fi.org
www.wi-fi.org/discover-wi-fi/security
Browser Artifacts—Cookies, Cache & History

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, we recommend you delete these artifacts on a regular basis.

Deleting Internet Explorer Web Browser Artifacts

Make sure you are using the latest version of Internet Explorer (IE), IE 11.

Click the Settings button on the top right.

Click “Internet Options”.

Under the “General” tab, locate the “Browsing History” section.

Click “Delete”.

You will see the window to the left. (A useful keyboard shortcut to access this window is “Ctrl-Shift-Delete”).

Deselect “Preserve Favorites website data”.

Select the boxes next to the history you want to remove and click “Delete”.

Exit/quit all browser windows and re-open the browser.

Note: Internet Explorer is no longer supported on any mobile device.

As of March 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 in support. If you are still using IE be sure to upgrade to IE 11.

Using Internet Explorer InPrivate Browser

To activate “InPrivate”, click the Settings button on the top right.

Click “Safety”.

Click “InPrivate Browsing”.

(Alternatively, after opening Internet Explorer you can use the shortcut “Ctrl-Shift-P”).
Deleting Microsoft Edge Web Browser Artifacts

Be sure to delete the browser artifacts regularly.

Click the three dots at the top right corner.

Click “Settings” followed by the “Privacy, search, and services” tab.

Select “Tracking prevention,” recommend selecting the “Balanced” tracking selection.

Then click “Choose what to clear” under “Clear Browser Data”.

Select the boxes next to the history you want to remove and click “Clear”.

Using Microsoft Edge

InPrivate Browsing

Edge is Microsoft’s new browser that comes with Windows 10. It is meant to eventually replace IE.

Edge comes with an option called “InPrivate”, which is the browser’s private mode that does not record your activities.

To activate “InPrivate”, click the three dots in the browser’s upper right corner.

Click “New InPrivate window”.

Mobile Browser

Open the Edge browser.

Tap the menu button on the top right.

Tap to view history.

Tap to clear all history.

Choose the types of data to remove from your phone and tap “Clear”.

An internet cookie is a small piece of data sent from a website and stored on a user’s computer while the user is browsing.

Be sure to delete the browser artifacts regularly.

Click the three dots at the top right corner.

Click “Settings” followed by the “Privacy, search, and services” tab.

Select “Tracking prevention,” recommend selecting the “Balanced” tracking selection.

Then click “Choose what to clear” under “Clear Browser Data”.

Select the boxes next to the history you want to remove and click “Clear”.

Open the Edge browser.

Tap the menu button on the top right.

Tap to view history.

Tap to clear all history.

Choose the types of data to remove from your phone and tap “Clear”.

An internet cookie is a small piece of data sent from a website and stored on a user’s computer while the user is browsing.
Deleting Firefox Web Browser Artifacts

Click the menu button at the top right and click “Options”.
Click “Privacy & Security” on the left.
Then click “Clear Data”.

Individual Cookies
You can also remove individual cookies.
From the “Privacy & Security” screen, click “Manage Data”.
Select the site(s) you wish to clear data for.
Then click “Remove Selected”.

Using Firefox Private Browsing Mode

To open a new Private Window, click the menu button on the top right.
Click “New Private Window”.
Alternatively, after opening Firefox you can use the shortcut “Ctrl-Shift-P”.

Important: Private Browsing doesn’t make you anonymous on the Internet. Your Internet service provider, employer, or the sites themselves can still track what pages you visit. Private Browsing also doesn’t protect you from keyloggers or spyware that may be installed on your computer.
DELETE BROWSER ARTIFACTS SMART CARD

Delete Google Chrome Browser Artifacts

Click the icon at 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”. You can also hold Ctrl-Shift-Delete.

Click the “Advanced” tab in the pop-up window.

Select the Time range you desire.

Select the boxes next to the history you want to remove and tap “Clear Browsing Data”.

Exit/quit all browser windows and re-open the browser.

Individual Cookies

You can also remove individual cookies.

Click the icon at the upper right corner.

Click “Settings”.

Click the “Advanced” button on the left hand side.

Under the “Privacy & Security” section, click the “Site Settings”.

Click “Cookies and site data” and then “See all cookies and Data”.

Click for the sites you wish to clear.

Using Google Chrome Incognito Mode

Chrome’s Incognito mode will not save a record of what you visited or downloaded.

Be aware that Incognito is not available if you are using Window 10’s “Family Mode.”

Click the icon at the upper right. Select “New Incognito Window”.

You can also use Incognito via the Chrome app on your iOS or Android device. Follow the same steps as above with the app.

Mobile Browser

Tap the menu icon.

Then tap “Settings”.

Tap “Privacy and security”.

Tap “Clear Browsing Data”.

Select the boxes next to the history you want to remove and tap “Clear Data”.

Like Microsoft Edge’s InPrivate Browser, Chrome’s Incognito will require you to constantly type in your password for logins. So you may prefer to use the regular Google Chrome browser out of convenience.
Deleting Safari Browser Artifacts

Click the “Safari” menu on the top left.
Click “Preferences”.
Click the “Advanced” tab.
Check the box at the bottom for “Show Develop menu in menu bar” and close the window.
Click the “Develop” menu at the top and click “Empty Caches”.
Then click the “History” menu at the top and click “Clear History”.
Right click on the Safari icon in your App tray and select “Quit”.

Deleting Safari Browser Artifacts

To open a Private Window, click “File” on the top left.
Click “New Private Window”.

Enabling Private Browsing limits Safari in three important ways: It prevents the browser from creating a history of the pages you visit, it stops AutoFill information like website usernames and passwords from being remembered, and any tabs you open won’t be stored in iCloud.

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

Opera’s Private Tab browsing deletes browsing history, cache, cookies, and logins when you close the tab.

Please note that if you deliberately save data, such as a bookmark or a file, it will still be visible after the tab is closed.

You may prefer to use the regular Opera Browser window out of convenience. Be sure to delete browser artifacts regularly.

Deleting Opera Browser Artifacts

Click the “Menu” button on the top left.

Click “History”.

Click “Clear Browsing Data”.

Select the Time frame and the boxes next to the history you want to remove and click “Clear Browsing Data.” Selecting “Advanced” will provide the user with more options to clear.

Exit/quit all browser windows and re-open the browser.

Mobile Browser

Tap on the “Menu” button.

Tap “History”.

Tap “Clear All”.

Tap “Yes” to confirm.

Privacy is about much more than “hiding things”. It’s about protection. #ProtectYourPrivacy

THERE STEALING MY COOKIES
YOU WILL NEVER GET MY RECIPE
Privacy and Security-Related Browser Tools

**Ghostery** is a German-owned freeware browser extension that allows you to choose what to block, on a tracker-by-tracker or site-by-site basis, or a combination of the two.

The tool also offers tracker profiles so you can learn about the companies collecting data on you as you browse the web.

Ghostery looks at the HTML code on each web page you visit to see if there are "tags" or "trackers" placed by a company that works with the website. The tool can determine if the company is showing you ads, collecting data, or giving you added functionality on the page.

The extension is available for Firefox, Chrome, Safari, Internet Explorer, Microsoft Edge, and Opera. It is also accessible via a mobile application for Android, iOS, and Firefox for Android.

**Blur** protects your passwords, payments, and privacy from cyber criminals.

The US-based tool masks your passwords, email addresses, credit card numbers, and address information. It also has the ability to create strong passwords for new and existing accounts.

Blur blocks hundreds of companies from collecting your data online and blocks tracking that doesn't rely on cookies.

Free and Premium versions are available. Masked credit card is only available with the Premium version which costs $39/year (Basic), $14.99/month (Unlimited), or $99/year (Unlimited). This extension is available for Chrome, Firefox, Safari, Opera, Internet Explorer, Android, and iOS.

**AdBlock Plus** is a German-based extension that blocks banner ads, pop-up ads, rollover ads, and more. It stops you from visiting known malware-hosting domains and disables third-party tracking cookies and scripts. It can even block video ads on Facebook and YouTube.

This extension works for Android, Chrome, Firefox, Internet Explorer, Opera, Safari, Microsoft Edge and Yandex.

**Disconnect** is a smart filter that stops third-party sites from tracking you. The companies that are collecting your information are shown in real-time as pages load. You can even see how those sites may be linked to other sites that track information.

Disconnect encrypts the data you exchange with common sites and helps to prevent visiting sites that have malware.

The extension is available for Chrome, Firefox, Safari, and Opera.

Before installing an add-on or extension, review the requested permissions. They may request to access and store to your data.
ADDITIONAL RESOURCES

Free Annual Credit Report
www.annualcreditreport.com

USA.Gov
https://www.usa.gov/identity-theft

Stay Safe Online
www.staysafeonline.org

On Guard Online
www.onguardonline.gov

Equifax—ID Protection Kit

Child Identity Theft—Transunion

Opt Out Prescreen -
https://www.optoutprescreen.com/

Federal Trade Commission—ID Protection Tips
www.consumer.ftc.gov/topics/protecting-your-identity

IRS—ID Protection, Prevention, Detection and Victim Assistance
www.irs.gov/Individuals/Identity-Protection

Netsmartz Workshop for Parent & Guardians
https://www.missingkids.org/NetSmartz

Organization for Social Media Safety
https://www.ofsms.org/

FBI Parents Guide to Internet Safety
www.fbi.gov/stats-services/publications/parent-guide

Kids Games
https://sos.fbi.gov/

Safety Reviews for Games, Websites, & Apps
www.commonsensemedia.org

Opt Out of Interest-Based Advertising
www.networkadvertising.org/choices

Google Privacy
https://policies.google.com/privacy

DMA Choice
https://dmachoice.thedma.org

Social Media Help (for updated Privacy information)
https://www.facebook.com/help
http://search.twitter.com

Remember the more you know the easier it is to prevent something like Identity Theft from happening to you. #stopthinkpost #themoreyouknow