



Social Media **PRIVACY** Tip Sheet



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Facebook






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From your Mobile Phone, find the  on your Facebook Profile page, next to **Edit Profile**. From the Dropdown Menu, you can select **Profile and Tagging Settings** or **View Privacy Shortcuts** to continue with the steps below.

From your Desktop or Laptop, conduct the following steps:

View and Adjust General Privacy Settings:

1. Click the dropdown arrow  in the upper right corner of your page
2. Select **Settings**
3. Select **Privacy** in the left margin

Your Activity

- Who can see your future posts? **Friends**
- Even if you have chosen **Friends** in **Privacy Settings** as the default audience to see your posts, there is also an **Audience Selector** icon that will appear each time you post an update, photo, etc. to your profile allowing you to update or change the audience with whom you share that individual post.
- Review all posts and things you're tagged in? **Use Activity Log**
- Limit the audience for posts you've shared with friends or Public? **Limit Past Posts**
- Who can see the people, pages, and lists you follow? **Friends**

How People Find and Contact You


- Who can send you Friend requests? **Friends of Friends**
- Who can see your Friends List? **Only Me**
- Who can look you up using the email address you provided? **Friends**
- Who can look you up using the phone number you provided? **Friends**
- Do you want search engines outside of Facebook to link to your Profile? **No**



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Control Who Posts on Your Profile:

1. Click the dropdown arrow  in the upper right corner of your page
2. Select **Settings**
3. Select **Profile and Tagging** in the left margin

Profile

- Who can post on your profile? **Only Me**
- Who can see what others post on your profile? **Only Me**
- Hide comments containing certain words from your profile? **Add words, phrases or emoji that you don't want to appear in comments on your profile.**


Tagging

- Who can see posts you're tagged in on your profile? **Only Me**
- When you're tagged in a post, who do you want to add to the audience of the post if they can't already see it? **Only me**

Reviewing

- Review posts you're tagged in before the post appears on your profile? **On**
- Review tags people add to your posts before the tags appear on Facebook? **On**

Story Settings:


1. Click the dropdown arrow  in the upper right corner of your page
2. Select **Settings**
3. Select **Stories** in the left margin
 - Allow others to share your public stories to their own story? **Don't Allow**
 - Allow people to share your stories if you mention them? **Don't Allow**




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Location Settings:

1. Click the dropdown arrow  in the upper right corner of your page
2. Select **Settings**
3. Select **Location** in the left margin and **Turn Off** your Location History for Mobile Devices

Story Settings:

1. Click the dropdown arrow  in the upper right corner of your page
2. Select **Settings**
3. Select **Stories** in the left margin
 - Allow others to share your public stories to their own story? **Don't Allow**
 - Allow people to share your stories if you mention them? **Don't Allow**

Control What is Seen in Your Profile:

Click **About** below your cover photo, then hover over the info you'd like to change and click **Edit** icon  or . Use the **Audience Selector** icon next to each piece of personal data and choose **Your Friends** as the audience with whom you wish to share.


As a Facebook member, your Public Profile includes your name, gender, username and user ID (account number), profile picture, and cover photo.



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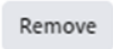
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Control Facebook's Integration of Apps and Websites:

1. Click the dropdown arrow  in the upper right corner of your page
2. Select **Settings**
3. Select **Apps and Websites** in the left margin

This will show a list of apps and websites you've connected to your Facebook account by either logging into them with Facebook or by connecting an account you have with them to your Facebook. You can review and manage the non-public information each app has permission to access by selecting **View and Edit** or remove their access by selecting **Remove** (recommended).

Control Ad Settings:


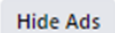
1. Click the dropdown arrow  in the upper right corner of your page
2. Select **Settings**
3. Select **Ads** in the left margin
4. Click on **Ad Settings**
5. Select **Categories Used to Reach You**
 - Review the section named **Profile Information** and Click on the button to right of each category to change it from  To  in order to **disable** Facebook's permission to show you ads intended for people with your **Relationship Status, Employment, Job Title, and Education** as indicated in your Profile
 - **Under Interests and Other Categories Used to Reach You**, select **Interest Categories** and/or Other Categories and click  to remove yourself from each advertising topic list



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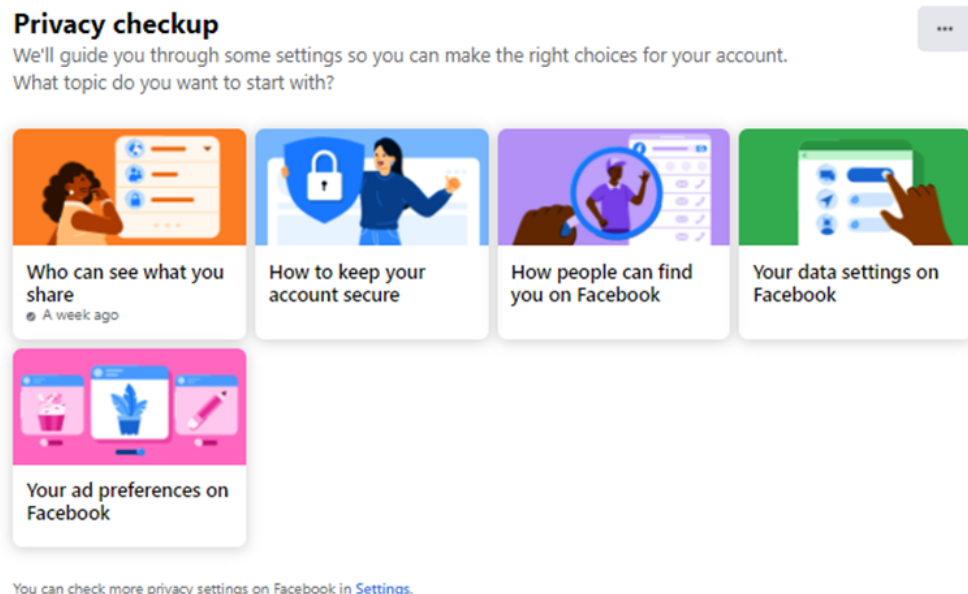
Control Advertisers' Spam:

1. Click the dropdown arrow  in the upper right corner of your page
2. Select **Settings**
3. Select **Ads** in the left margin
4. Click on **Advertisers**
 - Review the section named **Advertisers You've Seen Most Recently** where you can hide the ads of recent advertisers by selecting  to the right of the advertiser's name

Privacy Checkup or Privacy Shortcut

Use **Privacy Checkup** to conduct a monthly review to adjust your privacy settings.

Click the dropdown arrow  in the upper right corner of your page for the five **Privacy Checkup** prompt screens. Select each one for Facebook to walk you through basic settings:



Instagram










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Recommendations to Change Instagram Privacy Settings from Mobile Phone:

By default, anyone can view your profile and posts on Instagram. You can make your posts private so that only followers you approve can see them. If your posts are set to private, only your approved followers will see them on hashtag or location pages.

How do I set my photos and videos to private so that only approved followers can see them?



1. Go to your profile by tapping 
2. Tap 
3. Tap 
4. Select **Privacy** for the **Privacy Menu** to appear
5. Select **Posts**
 - Under **Allow Tags From**, make a selection based on who you would like to permit to tag you in their Instagram post. Select **No One** (Recommended).
 - Under **Tagged Posts**, select **Manually Approve Tags**, and change permission from  in order to  turn On the option to choose who can tag you in their photos and videos.
6. Go back to the previous **Privacy Menu** and select @Mentions
 - Under **Allow @Mentions From**, make a selection based on who you would like to permit to @mention you in their stories, comments, live videos and captions. Select **No One** (Recommended).



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7. Go back to the previous **Privacy Menu** and select **Story**

- Select **Hide Story From** and you will be prompted to do a search in order to select individuals from whom to hide your story and video.
- Next to **Allow Sharing to Messages**, change permission from  to  in order to turn **Off** the ability to allow your followers to share photos and videos from your story in a message.

8. Go back to the previous **Privacy Menu** and select **Guides**

- Input Needed

9. Go back to previous **Privacy Menu** and select **Activity Status**

- Next to Show **Activity Status**, change permission from  to  in order to turn Off the ability to allow your followers or anyone with whom you chat to see when you were last active on Instagram.
- Next to **Show When You're Active Together**, change permission from  to  in order to turn Off the ability to allow your followers or anyone with whom you chat to see when you are both active in the same chat.

10. Go back to previous **Privacy Menu** and select **Messages**


- You will see a list of six Potential Connections to your Instagram profile. Next to each, you can select if and how you receive a person's message requests. For example, select Your **Followers on Instagram** and on the next screen choose **Deliver Message Requests** to **Message Requests** (Recommended) so that Message requests from your Instagram followers will be delivered to your special Message Request folder unless you choose **Don't Receive Requests**, which would preclude you from seeing the message request.





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How do I Mute or Restrict Someone?

You can Mute or Unmute, Restrict or Unrestrict an account through their profile:
Tap their username from their Profile Feed, Story or Post, or tap  and search their username to go to their profile.

- Tap **Following** below their profile info.
- Tap **Mute or Restrict**, depending on your preference
- Tap  next to **Posts or Stories**.
- To **Unmute or Unrestrict**, tap  next to **Posts or Stories**.

How do I edit or remove a location of my post?

1. Tap  above your photo or video.
2. Tap Edit
3. To remove or edit a location: Tap the location name, then tap **Remove Location or Change Location**

How do I remove a follower?

If your account is private, you can remove people from your followers list:

1. Go to your profile
2. Select **Followers** and a list of all followers will appear
3. Select **Remove** next to the name of the follower you would like to remove

When you remove a follower, they aren't notified that you've removed them.




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How do I block a follower?

If your account is private, you can remove people from your followers list:



1. Tap their username to go to their profile
2. Tap 
3. Tap **Block**

When you block a follower, they aren't notified that you've removed them.



How do I delete a comment?

On your own posts, you can delete both your and other people's comments. On other people's posts, you can only delete comments that you've written.

To delete a comment:

1. Tap  below the photo or tap any comment
2. Swipe left over the comment you'd like to delete
3. Tap 

How do I report a comment for abuse or spam?

1. Tap  below the post
2. Swipe left over the comment (**iPhone**) or tap and hold the comment (**Android**) you'd like to report
3. Tap 
4. Tap **Spam or Scam** or **Abusive Content**
5. Select an option for why the comment is abusive




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When you report an inappropriate comment, your report is anonymous, meaning your information is never shared with the person who posted the comment.

Recommendations to Change Instagram Privacy Settings from Desktop or Laptop:

1. Go to your profile
2. Tap 
3. Select **Privacy and Security** and proceed as follows:
 - Under **Account Privacy** check ☒ **Private Account**
 - Under **Activity Status** do not check ☐ **Show Activity Status**
 - Under **Story Sharing** do not check ☐ **Allow Sharing**
 - Under **Comments** click on **Edit Comment Settings** to add words or phrases that you want to prohibit followers from posting in your posts' comments and click **Submit** button to save
 - Under **Two-Factor Authentication**, it is recommended that you always select a second authentication method to prevent your account from being hacked by unauthorized users.
 - Under **Allow @ Mentions From**, select **People You Follow** (Recommended) to choose who can @mention you to link your account in their stories, comments, live videos, and captions.
 - Under **Allow Tags From**, select **People You Follow** (Recommended) to choose who can tag you in their stories, comments, live videos and captions.



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Who can like my photos if my account is set to private?

If your account is set to private, only your approved followers can see your posts, including any likes and comments. When you like a public post, your like will be visible to everyone and your username will be clickable below the post, but only approved followers can see your posts.

How do hashtags work for photos in accounts that are set to private?

If your account is set to private and you add a hashtag to your post, the post won't appear publicly on the corresponding hashtag page. Only your approved followers will be able to see your posts on hashtag pages or in Instagram Direct messages.

How do I ensure that my comments on a friend's photo are hidden?

If someone with a private profile mentions someone who isn't one of their approved followers on a photo or video, the person mentioned won't get a notification.

If someone with a private profile leaves a comment on a photo that a public Instagrammer uploaded, their comment will be visible and their username will be clickable below that photo.

If someone with a private profile sends a photo/video to a specific group of people with Instagram Direct, only people who follow the private profile will be able to see the comments or mentions associated with that photo/video.

How Do I manage who can see when I've liked a photo?

When you like a photo, it's visible to anyone who can see the post. Your followers may also see your username below a photo you've liked, no matter how many likes it has

(example: [your username] and 12 others).

After 4 likes, photos show the number of likes, along with usernames of some people you follow who have liked it.

Twitter






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How do I protect my tweets?

When you sign up for Twitter, your Tweets are public by default; anyone can view and interact with your Tweets. Should you choose to protect your Tweets, you can do so through your account settings.

1. Click or tap on the **more**  icon
2. Go to your **Settings and privacy**
3. Go to **Audience and tagging**, and next to **Protect your Tweets**, check the box.

If you protect your Tweets, you'll receive a request when new people want to follow you, which you can approve or deny. Accounts that began following you before you protected your Tweets will still be able to view and interact with your protected Tweets unless you block them.

How do I enable/disable my precise location for tweets?

Enabling precise location allows you to selectively add location information to your Tweets. This feature is off by default and you will need to opt in to use it. This is a two-step process that involves enabling the location services on your phone and then enabling the location service on your Twitter account:

Phone:

- 1. Go to your device's **Settings** feature and tap Privacy
- 2. Tap **Location Services**
- 3. Next to **Location Services**, drag the slider to turn the feature on
- 4. Then, locate the Twitter app in the list and tap **Never or While using the app**



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Twitter App:

- 1. In the top menu, tap your profile icon, then tap **Settings and privacy**
- 2. Tap **Privacy and Safety**
- 3. Under **Safety**, tap **Precise location** in the Location section
- 4. Within the Precise location page, drag the slider to turn the feature **Off**


How do I turn off the ability for people to find me on Twitter using my email or phone?

1. Tap on your profile photo
2. Tap **Settings and privacy**, then tap **Privacy and safety**
3. Under **Discoverability** and contacts, tap **Discoverability and contacts**
4. You will see the following options:
 - Let others find you by your email
 - Let others find you by your phone
5. **Uncheck** one or both options

How do I block an account on Twitter?

Blocked accounts do not receive a notification alerting them that their account has been blocked. However, if a blocked account visits the profile of an account that has blocked them, they will see they have been blocked.

To block from a Tweet:


- 1. Click the  located at the top of a Tweet from the account you wish to block
- 2. Click **Block**, and then select **Block** to confirm



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To block from a profile:

- 1. Go to the profile page of the account you wish to block
- 2. Click the  icon on their profile page
- 3. Select **Block** from the menu
- 4. Click **Block** to confirm


How do I mute an account on Twitter?

Mute is a feature that allows you to remove an account's Tweets from your timeline without unfollowing or blocking that account. Muted accounts will not know that you've muted them and you can unmute them at any time.

Muting from a Tweet:

1. From a Tweet, click the 
2. Click **Mute**

Muting from a profile:

1. Go to the profile page of the person you wish to mute.
2. Click the  on their profile page
3. Select **Mute** from the options listed

LinkedIn





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As a general rule, to get to your **Privacy and Settings**. In the top right corner of your Home page, click on the dropdown arrow under **Me**. **Select Settings & Privacy**. Click on **Visibility** to go through a menu to manage who can view your profile.

How do I manage who can see my connections?

1. In the top right corner of your Home page, click on your LinkedIn profile photo or on the dropdown arrow next to **Me**
2. **Select Settings & Privacy**
3. Click on **Visibility**
4. Scroll down the headings on the right to update your profile visibility and contact info.
For more detail, see below:

How do I manage who can follow my updates?

1. In the top right corner of your Home page, click on your LinkedIn profile photo or click on the dropdown arrow under **Me**
2. **Select Settings & Privacy**
3. Click on **Visibility**
4. Under **Visibility**, select **Visibility of your LinkedIn activity**
5. In the menu on the right, select **Followers**
6. Select an answer based on your preference



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How do I disable members from mentioning my name or tagging me in their posts, comments, and photos?

1. In the top right corner of your Home page, click on your LinkedIn profile photo or on the dropdown arrow next to **Me**
2. Select **Settings & Privacy**
3. Click on **Visibility**,
4. Under Visibility, **select Visibility** of Your **LinkedIn Activity**
5. In the menu on the right, select **Mentions or Tags**
6. Select **No**

How do I enable members to be able to mention my name or tag me in their posts?

1. In the top right corner of your Home page, click on your LinkedIn profile photo or on the dropdown arrow next to **Me**
2. Select **Settings & Privacy**
3. Click on **Visibility**,
4. Under **Visibility**, select Visibility of Your **LinkedIn Activity**
5. In the menu on the right, select **Mentions or Tags**
6. Select **Yes**

How do I manage if people can see me as active when I am logged into LinkedIn?

1. In the top right corner of your Home page, click on your LinkedIn profile photo or the dropdown arrow under **Me**.
2. Select **Settings & Privacy**.
3. Click on **Visibility**.
4. Under Visibility, select Visibility of your **LinkedIn activity**
5. In the menu on the right, select **Manage Active Status**
6. Select **No One**



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How Do I manage if I want my connections notified if my name is mentioned in the news?

1. In the top right corner of your Home page, click on your LinkedIn profile photo or the dropdown arrow under **Me**
2. Select **Settings & Privacy**
3. Click on **Visibility**
4. Under Visibility, select Visibility of your **LinkedIn activity**
5. In the menu on the right, select to **Notify Connections When You're In the News**
6. Select an answer based on your preference

How do I manage whether to alert my community if I make a change or update to my profile?

1. In the top right corner of your Home page, click on your LinkedIn profile photo or click on the dropdown arrow under **Me**
2. Select **Settings & Privacy**
3. Click on **Visibility**
4. Under Visibility, select Visibility of your **LinkedIn activity**
5. In the menu on the right, select **Share Profile Updates** with your network
6. Select an answer based on your preference

How do I manage what other see when I view their profiles?

1. In the top right corner of your Home page, click on your LinkedIn profile photo or click on the dropdown arrow under **Me**
2. Select **Settings & Privacy**
3. Click on **Visibility**
4. Under Visibility, select Visibility of your **Profile and Network**
5. In the menu on the right, select **Profile Viewing Options**
6. Select an answer based on your preference or **Select Anonymous LinkedIn Member** (Recommended)



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How do I manage if others can find me on LinkedIn through my email or telephone number?

1. In the top right corner of your Home page, click on your LinkedIn profile photo or click on the dropdown arrow under **Me**
2. Select **Settings & Privacy**
3. Click on **Visibility**
4. Under Visibility, select Visibility of your **Profile and Network**
5. In the menu on the right, **select Profile Discovery** using email address
6. Select an answer based on your **preference**
7. Directly below, **select Profile Discovery** using phone number
8. Select an answer based on your preference

How do I manage my profile visibility off LinkedIn (LinkedIn's partners, services and connected third parties)?

1. In the top right corner of your Home page, click on your LinkedIn profile photo or the dropdown arrow under **Me**
2. Select **Settings & Privacy**
3. Click on **Visibility**
4. Under Visibility, select Visibility of your **Profile and Network**
5. In the menu on the right, select Profile discovery and **visibility off LinkedIn**
6. Select **No**




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How do I manage my ad preferences on LinkedIn and what data is being collected about me?

1. In the top right corner of your Home page, click on your LinkedIn profile photo or the dropdown arrow under **Me**
2. Select **Settings & Privacy**
3. Click on **Advertising Data**
4. In the menu to the right, select your preferences under each heading for your Advertising, Data Collected about you from LinkedIn, and Third-Party Data

How do I manage if recruiters know I am open to new career opportunities or if I am a recruiter looking for employees?

1. From your Home page, click on your photo to take you to your Profile page
2. Once you land on your profile page, under your profile photo click on 
3. You will be prompted provide more detail about the types of opportunities in which you are interested

How do I control what information, logos, and education that appear on my Profile?

1. From your Home page, click on your photo to take you to your Profile page
2. Click on **Edit Public Profile & URL** in the upper right corner of the page.
3. In the right column, under **Edit Visibility**, you can select if you want your profile to be visible to the public.
4. Below this, you have the option to select the basic information that appears on your profile page. From this checklist, you can drag to **Show or Hide** to select the information you want to visible on your page.





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How Do I manage what apps that LinkedIn can share my data with?

1. In the top right corner of your Home page, click on your LinkedIn profile photo or click on the dropdown arrow under **Me**
2. Select **Settings & Privacy**
3. Click on **Data Privacy**
4. Under **Data Privacy**, select **Other Applications** to control how other applications can use your data
5. **Permitted Services** shows you the services/apps to which you have granted access to your LinkedIn profile and network data. If you remove that access here, they will no longer be able to access your LinkedIn data. To re-enable them in the future, go to the service and grant access again.