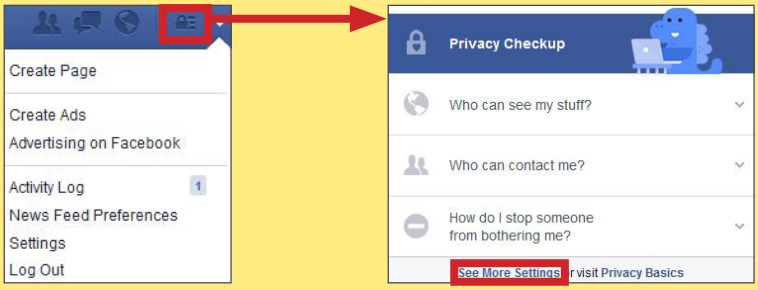
Facebook Smart Card

Last Updated: 03/10/2015

Social Network - Do's and Don'ts

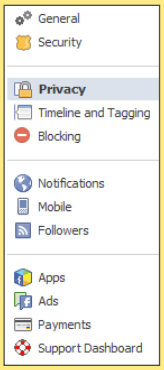
- Only establish and maintain connections with people you know and trust. Review your connections often.
- Assume that ANYONE can see any information about your activities, personal life, or professional life that you post and share.
- Ensure that your family takes similar precautions with their accounts; their privacy and sharing settings can expose your personal data.
- Avoid posting or tagging images of you or your family that clearly show your face. Select pictures taken at a distance, at an angle, or otherwise concealed. Never post Smartphone photos and don't use your face as a profile photo, instead, use cartoons or avatars.
- Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.

Minimizing Your Facebook Profile



Facebook provides shortcuts to their privacy settings that help to limit what others can see in your profile. Select **Privacy Checkup** to change your basic privacy settings. For more extensive settings, click **See More Settings**. From there, navigate through the pages of the settings toolbar to control how your personal information is shared with others.

Settings Toolbar



The (1) Privacy, (2) Timeline and Tagging, (3) Followers, (4) Security, (5) Ads, and (6) Apps tabs all contain settings for concealing personal information. Use the settings displayed below to maximize your online security.

Remember, Facebook interactions such as likes and wall posts have been effectively used to profile individuals based on their behaviors. Try to minimize the amount of personal information that you post on social networking services and limit your interactions.

1 Use the **Privacy** tab to declare which audiences can search for you, contact you, and see your posts. In general, it is best to limit the audiences to 'Friends' or "Only Me'. The **Use Activity Log** selection can be used to review past posts individually and edit the audiences for each entry. The **Limit Past Posts** selection can be used to retroactively change the settings of all 'Public' posts to a 'Friends' only audience.

Who can see my stuff?	Who can see your future posts?	**Custom**	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
Who can contact me?	Who can send you friend requests?	**Everyone**	Edit
	Whose messages do I want filtered into my Inbox?	**Basic Filtering**	Edit
Who can look me up?	Who can look you up using the email address you provided?	**Friends**	Edit
	Who can look you up using the phone number you provided?	**Friends**	Edit
	Do you want other search engines to link to your timeline?	**No**	Edit

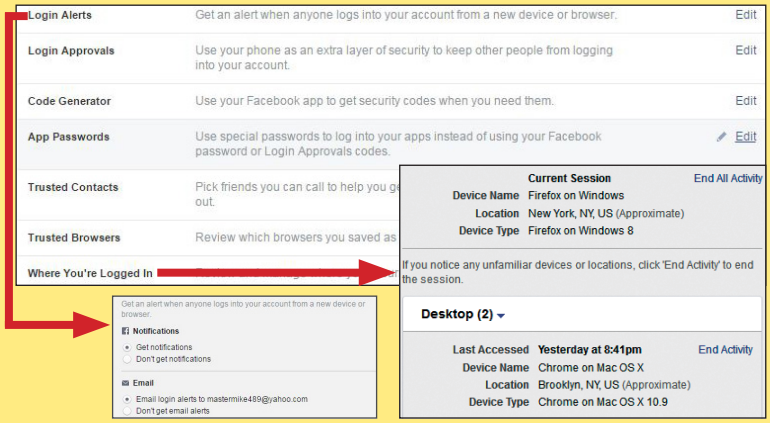
2 **Timeline and Tagging** controls how others interact with your timeline. Select **View As** to see what your profile looks like to specific audiences.

Who can add things to my timeline?	Who can post on your timeline?	**Friends**	Edit
	Review posts friends tag you in before they appear on your timeline?	**On**	Edit
Who can see things on my timeline?	Review what other people see on your timeline		View As
	Who can see posts you've been tagged in on your timeline?	**Only Me**	Edit
	Who can see what others post on your timeline?	**Friends**	Edit
How can I manage tags people add and tagging suggestions?	Review tags people add to your own posts before the tags appear on Facebook?	**On**	Edit
	When you're tagged in a post, who do you want to add to the audience if they aren't already in it?	**Friends**	Edit
	Who sees tag suggestions when photos that look like you are uploaded?	**No One**	Edit

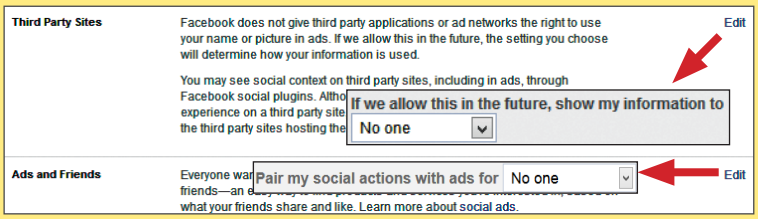
3 **Followers** can view your posts from their personal News Feeds. It is even possible for followers to view the content you post without being an accepted Facebook friend. Set **Who Can Follow Me** to 'Friends' only.

Who Can Follow Me	Followers see your posts in News Feed. Friends follow your posts by default, but you can also allow people who are not your friends to follow your posts. Use this setting to choose who can follow you. Each time you post, you choose which audience you want to share with. Learn more.	Friends

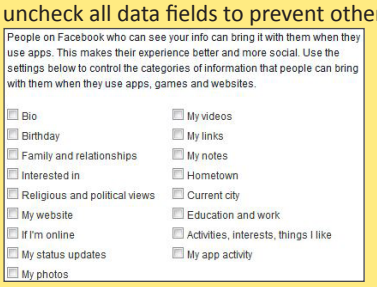
4 The **Security** tab provides ways to protect your credentials and become aware of suspicious login attempts. Use **Login Alerts** and **Where You're Logged In** to monitor login activities and end inactive sessions.



5 Use the **Ads** tab to prevent Facebook from using your data for advertising. Set **Third Party Sites** and **Ads & Friends** fields to 'No One'.



6 Your Facebook contacts may be sharing your information with third party apps without your knowledge. Navigate **Apps > Apps Others Use** and uncheck all data fields to prevent others from sharing your data.



Avoid linking third-party apps (e.g. Twitter) with your Facebook account. Data shared with other apps becomes subject to their terms and conditions which may result in unwanted data aggregation and dissemination.

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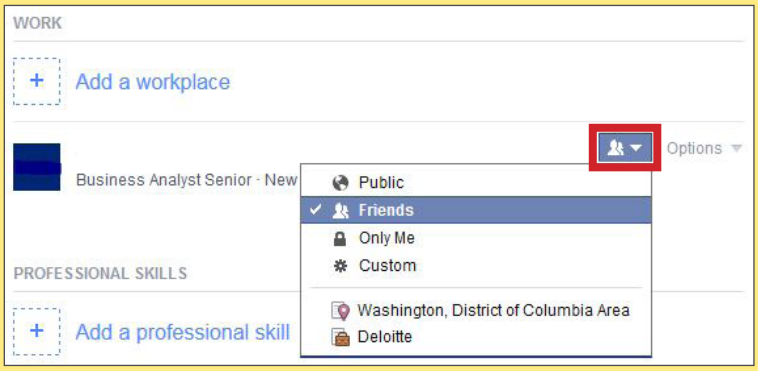
Facebook Profile Page

The Facebook profile page contains tabs that allow users to add information about themselves, view friend lists, and post text entries or photos to their profiles. Within these tabs reside general audience settings. Use the guidelines below to maximize your security while interacting with these features.

About

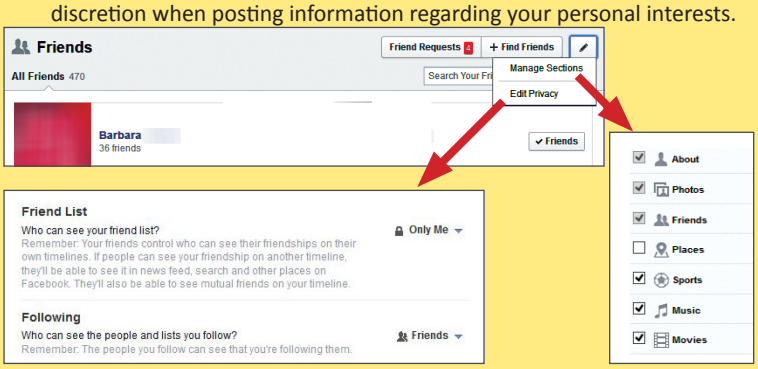
Avoid entering personal data within the **About** section. This information is mostly optional and contains data fields including **Work and Education, Places You've Lived, Contact and Basic Info, Family and Relationships,** and **Details About You**. Use the audience settings to change the mandatory fields to 'Friends' or 'Only Me'.



Friends

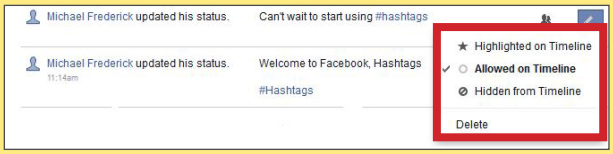
Under the **Friends** tab:

- Navigate **Manage > Edit Privacy** to change who can view your contacts. Limit your Friend List to Only Me.
- Navigate **Manage > Manage Sections** to control which data fields will appear on your timeline. Avoid sharing places on your timeline and use discretion when posting information regarding your personal interests.



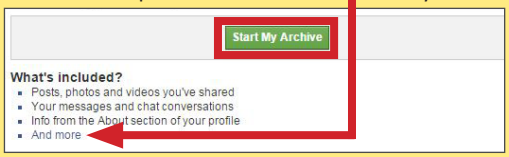
View Activity Log

The **View Activity Log** tool displays the information that is posted to your timeline in a chronological order. Use the dropdown menu shown to delete or manage how individual posts appear on your timeline.

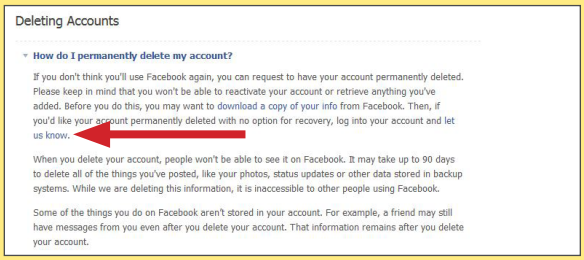


Reviewing Your Information

To review a more extensive list of the data collected by Facebook, navigate **Settings > Download a Copy of your Facebook Data > And More**. Select **Start My Archive** to receive a personalized report of the data collected on you.



Deactivating/Deleting Your Facebook Account



Deactivating an account removes your name and photos from things that you have shared. To deactivate your Facebook account, navigate to **Settings > Security > Deactivate Your Account**. Your account remains deactivated until the next time you login.

To delete your Facebook account, select **Help** from the triangle icon's dropdown menu and select **Visit the Help Center**. Navigate **Manage Your Account > Deactivating, Deleting & Memorializing Accounts > How do I Permanently Delete My Account > Let Us Know**. Verify that you wish to delete your account by clicking **Delete My Account**. Facebook will permanently remove most of your data within 90 days of submission.

Useful Links - For more information or questions regarding this card email smartcards@novetta.com

A Parent's Guide to Internet Safety	www.fbi.gov/stats-services/publications/parent-guide
Privacy Rights Clearinghouse	www.privacyrights.org/fs/fs18-cyb.htm
Microsoft Safety and Security	www.microsoft.com/security/online-privacy/social-network
Online Guardian	www.onguardonline.gov/topics/social-networking-sites.aspx