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.

General Settings

The general settings for Google+ allow you to select how your data appears and how others can interact with your profile. Using the dropdown menu from the profile page, navigate to **Settings** and apply the following options in order to increase your profile’s security.

**Profile**

- Uncheck all

Unchecking this box prevents most search engines from indexing your profile. However, it does not prevent them from indexing any public posts or comments.

- Only allow your approved friends to view your posts, photos, and profile data

**Google Drive**

- Show Drive photos and videos in your photo library

**Location Settings**

- Never disclose your locations. Uncheck.

Google allows you to opt out of Google+. This does not delete your Gmail or other Google services’ functionalities.

**Account Settings**

Select **Account** from the dropdown menu shown and perform the **Security Checkup** to review your logins and account permissions.

**Account**

- Review your past login times to identify suspicious or unauthorized activity

- Avoid linking your account to third party services. Promptly remove any apps or websites that currently have access to your data.

**Community**

- Avoid identifying family members. Do not list individuals within the Family Circle.

**Photos**

- Uncheck all

Unchecking this box prevents most search engines from indexing your profile.

**Hangouts**

- Only allow your approved friends to view your posts, photos, and profile data
Profile Settings

Click the About tab to display the personal data fields linked to your account. Select Edit within each card to display the editing windows shown below. These windows allow you to adjust your personal information and the audiences who can see your information. Remember, these data fields are mostly optional and it is always best to limit the amount of personal information you share online.

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<tr>
<th>Audience Setting</th>
<th>Who Can See Your Profile?</th>
<th>Privacy Strength</th>
<th>Recommendations</th>
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<tbody>
<tr>
<td>Public</td>
<td>Anyone</td>
<td>None</td>
<td>Not Recommended</td>
</tr>
<tr>
<td>Extended Circles</td>
<td>People in your circles plus individuals in their circles</td>
<td>Minimal</td>
<td>Not Recommended</td>
</tr>
<tr>
<td>Your Circles</td>
<td>People included in your circles</td>
<td>Intermediate</td>
<td>Minimum Setting</td>
</tr>
<tr>
<td>Custom</td>
<td>Allows you to designate individuals or circles from your profile</td>
<td>Strong</td>
<td>Recommended</td>
</tr>
<tr>
<td>Only You</td>
<td>No one</td>
<td>Maximum</td>
<td>Recommended</td>
</tr>
</tbody>
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Useful Links

Google Privacy Policy
Privacy Rights Clearinghouse
Microsoft Safety and Security
OnGuard Online