

# Shinn Technology Services Corporation

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## Facebook Security, Privacy & Information Management

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One of the current threats in the Facebook environment is that a hacker may assume your identity. They create a new profile in your name (using photos from your real profile) and send a friend request to all your friends. Many people don't realize this is a fraudulent profile, as they see your photo and assume it's you. Here are some suggested changes for settings to help minimize this threat and better manage your information.

### 1) **Facebook Friends**

- Go to your profile and click on the Friends tab
- Click on the three dots to the right of Find Friends, and choose Edit Privacy
- Change each setting to **Only me** (Now, no one can view your friends list)
- When done click the X in the top right of the box

### 2) **Friends Status**

Many of us have friended people that are not really friends. You can change the status of each "Friend" from Friends to Acquaintances to help manage what information they have access to on your profile.

*(see sections 3, 4 and 5 to see how this works)*

- Go to your profile and click on the Friends tab
- Go to each friend you wish to change--- click on the Friends button and choose Edit Friend List
- Put a check mark next to Acquaintances
- When done click the X in the top right of the box
- Continue with the next "Friend" until complete

### 3) **Your Facebook Posts**

- Go to your profile and click on the Posts tab --- edit every post you have made as follows:

There is an access icon to the right of the post date. Click on the icon and choose from the following:

Public will allow anyone to see the post

Friends will allow only your friends to see the post

Friends except acquaintances will **exclude** acquaintances

- When done click the X in the top right of the box

As you add new posts, make sure to choose the access setting you want.

### 4) **Facebook Albums**

- Go to your profile and click on the Photos tab, then click Albums
- Go into each of your photo albums. Right under the album name is the access icon. Click on it and choose from Public, Friends or Friends except acquaintances.

Note: Your active profile photo and cover photo will always be Public.

### 5) **Facebook About**

- Go to your profile and click on the About tab
- Scroll through each of the sections and click on the access icons to choose from Public, Friends or Friends except acquaintances.

NOTE: Facebook has been known to change security and privacy settings on your profile without your knowledge. It's a good idea to go through your settings every so often to verify they are as you wish.