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TITLE: Clean up on Aisle 7- Facebook Security

Social networking has become a very big use of the internet. I started using Facebook about a year ago as a business tool to keep in touch with clients and friends. As a daily Facebook user, I became more and more concerned about my privacy and the security on Facebook. As I started researching this concern, I found many ways to clean-up my profile to lock down security and control who has access to my personal information.

First of all you need to read and understand the Facebook Privacy policy (yep, the text mambo-jambo that no one ever reads). It can be found at <http://www.facebook.com/policy.php>. In general, Facebook has the right to use any information you put on—photos, telephone, email, etc..... you do have some options for privacy and security.

There are many “settings” options that you need to go through on your profile. To get to the settings area, click [Settings] from the top menu bar of the main Facebook page. Read below for notes on each section. It will take about 15 to 30 minutes to complete this process.

Account Settings

There are many settings under Account Settings, most have to do with preferences. The main setting to be concerned about here is under the [Facebook Ads] tab.

Change the [Allow ads on platform pages to show my information] to **No One** and click the Save Changes button. Next, change the [Show my social actions in Facebook Ads] to **No One** and click the Save Changes button.

Privacy Settings

First of all make sure Privacy Settings are locked down to “Only Friends”. Go down through each of the sections--- Profile Information, Contact Information, Applications and Websites, Search and Block List.

- Profile Information: Change all settings to **Only Friends**. (Note- If you don’t want your friends to have the right to post comments on your wall then remove the check mark from [Friends can post on my Wall].
- Contact Information: Change all settings to **Only Friends**. I do have [website], [add me as a friend] and [send me a message] set to Everyone.
- Applications and Websites: Read through each section and change options as you see fit. Under [What your friends can share about you]—remove all the check marks.
- Search: It’s OK to allow **Everyone** on Facebook Search Results, unless you don’t want people to be able to find you at all (not good for social networking).
- Block List: Here you can block people by their Facebook name or email address. If someone sends an inappropriate message, just block them and you will never hear from them again.

Application Settings

Here are all the settings for the applications you use on Facebook. You may be surprised just how long this listing is. **Note--** you have to [allow] every application to use your personal data the first time you use it.

There are seven sub menus under the [show] drop-down box. You need to go through all seven sub menus (Recently Used, Bookmarked, Added to Profile, Authorized, Allow to Post, Granted Additional Permissions and Facebook Prototypes) and adjust settings.

First of all, I removed most every application from the list in each of the seven sub menus except for Farmtown (a game I play). There are many standard Facebook applications-- events, gifts, groups, links, notes, photos. You can't remove them, but you can adjust their security settings. To remove an application from the list, click the [X] next to the listing and choose remove.

Go though each of the seven sub menus and [edit settings] on each application. Here you can set the privacy to **Only Friends** or **Only Me**, as you see fit. Under the [additional permissions] tab of each-- I remove the check mark from [publish recent activity to my wall].

Facebook Friends Management

Since the time I started using Facebook, I now have about 360 "friends". Many of these friends are clients, associates, old school acquaintances and many real friends. There have been a few over the year that I have added, that I really don't know at all (friends of friends, etc).

Since I started being a bit more aware of privacy and security on Facebook, I have gone through and removed people that I really don't know----- again, for the sake of better managed security. I really don't want pictures of my grandson to be seen by someone I don't know at all...

To manage your friends, hover over the [Friends] option on the top menu bar of the main Facebook page and click on [All Friends]. To remove a listing, click the [X] next to the friend name and choose remove.