



Managing Your Footprint: A Privacy Settings Checklist

In the first row, list the top four social-media sites or apps you use most often. Then, for each type of personal information in the list, decide who you would want to have see that information on each site, and enter it in the grid. (If a category isn't relevant for a particular app/site, put an X in the box.)

Next, visit <http://teachingprivacy.icsi.berkeley.edu/prevention> to find out how to check your privacy settings on each of the apps/sites. Do your settings match what you said on the checklist? When you've reviewed all your settings, check off the app or site in the last row.

Top Four Apps/Sites I Use				
Real Name				
Birthday				
Email Address				
Status Updates/Posts				
Likes/Ratings/Reviews				
Pictures of Me				
Pictures of My Friends				
Posts I'm Tagged In				
Where I Post From [†]				
Who My Friends/Contacts Are				
My Checklist Examples	<i>Close Friends</i>	<i>Nobody*</i>	<i>Everybody on the Site</i>	<i>Friends / Sometimes Everybody</i>
<i>Privacy Settings Reviewed?</i>				

Bonus #1: Extend this exercise and check your settings on all your social-media accounts!

Bonus #2: Do you have accounts you don't use anymore? Why not delete them,[‡] close them, or at least set the content to Private? Instructions at <http://www.accountkiller.com>.

* Except the company that provides the app, of course.

† Remember, if you post from home and your posts are geotagged, you're giving away your home address!

‡ Your data may still be backed up, mirrored, or quoted somewhere. But deleting the account makes it harder to find.

