LinkedIn Smart Card

Social Networks - 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.

Managing Your LinkedIn Profile

LinkedIn is a professional networking site whose users establish connections with co-workers, customers, business contacts, and potential employees and employers. Users post and share information about current and previous employment, education, military activities, specialties, and interests. To limit exposure of your personal information, you can manage who can view your profile and activities.

Profile Settings

Apply the Profile settings shown with arrows below to ensure that your information is visible only to people of your choosing.

LinkedIn Quick Facts

- **Users tend to share information related to their careers or jobs** as opposed to photographs from parties or social events.
- LinkedIn profiles tend to be more visible and searchable than in social networks such as Facebook.
- **Paid LinkedIn accounts** have access to more information about other users, such as connections, than free accounts.
- The type of information users can see about each other depends on how closely they are connected (1st, 2nd, or 3rd degree).
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Account Settings

Apply the Account settings shown with arrows below to ensure that your information is shared in a limited fashion.

- Profile
- Email Preferences
- Groups, Companies & Applications
- Account

Privacy Controls
- Manage Advertising Preferences
- Change your profile photo & visibility
- Showhide profile photos of other members
- Customize the updates you see on your home page
- Select your language
- Manage security settings

Email & Password
- Add & change email addresses
- Change password

Helpful Links
- Upgrade your account
- Close your account
- Get LinkedIn content in an RSS feed

Data sharing with third-party applications
- Yes, share my data with third party applications
- Save changes

Application Settings

Third-party applications and services can access most of your personal information once you grant them permission. You should limit your use of applications to ensure that third parties cannot collect, share, or misuse your personal information. Apply the Application setting shown with arrows below to ensure that your information is visible only to people of your choosing.

- Profile
- Email Preferences
- Groups, Companies & Applications
- Account

GROUPS
- Select your group display order
- View your groups
- Set the frequency of group digest emails
- Turn off/group invitations

APPLICATIONS
- View your applications
- Add applications
- Privacy Controls
- Turn off data sharing with 3rd party applications
- Manage settings for LinkedIn plugins on third-party sites

Manage settings for LinkedIn plugins on third-party sites
- Yes, allow LinkedIn to receive information about my visits to pages that use LinkedIn plugins
- Save changes

Useful Links

A Parent's Guide to Internet Safety
www.fbi.gov/stats-services/publications/parent-guide

Wired Kids
www.wiredkids.org/

Microsoft Safety & Security
www.microsoft.com/security/online-privacy/social-networking.aspx
www.onguardonline.gov/topics/social-networking-sites.aspx

LinkedIn, by default, automatically retrieves information about the user on websites with LinkedIn Plug-In integration. Prevent sharing your activities on third-party websites with LinkedIn by unchecking the box.

Also, avoid using the LinkedIn smartphone app to prevent accidentally collecting and sharing location data.

Uncheck the box.
Opt out of Partner Advertising & Social Advertising on third-party websites.

Uncheck the box.
Do not share with Third Parties.

Uncheck the box.
Do not share your information on Third Parties with LinkedIn.