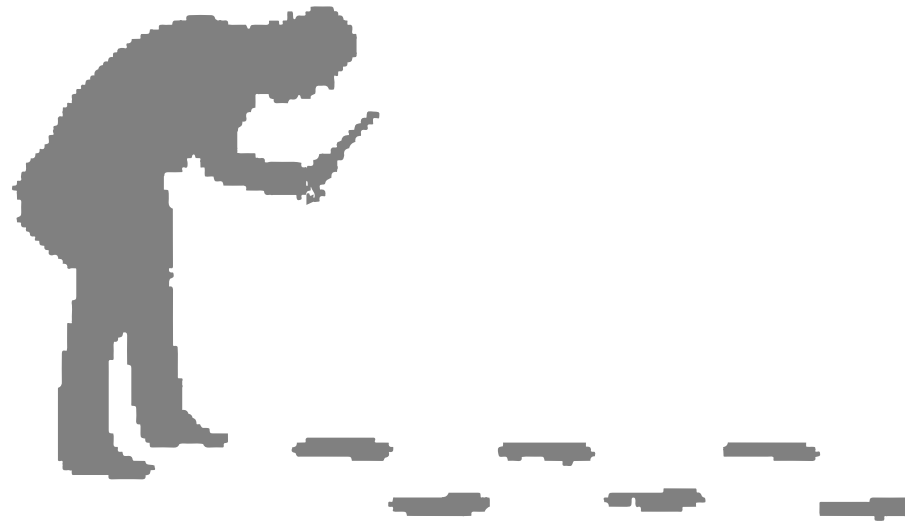


# THE SECRET AGENT'S GUIDE TO PHONE PRIVACY



# :: INTRODUCTION ::



*The Secret Agent's Guide to Phone Privacy* is part of EAVI's series of simple guides to navigating the media landscape. The tips herein are intended to be a guide for users of these platforms who wish to exercise some power over their data and personal information and stay stealthy ...like a secret agent!

Each selected social media platform contains four sets of instructions:

**Ads Settings** – To prevent your accounts from being tracked

**Two-Factor Authentication** – To prevent your accounts from being accessed by thieves or hackers

**Blocking** – To block people, ads or report inappropriate posts

**Tips** – A few extra tips to help tighten up your privacy

## CREDITS

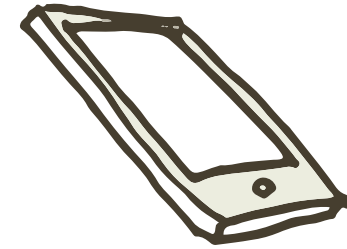
*The Secret Agent's Guide to Phone Privacy* was researched, written and designed by Luc Steinberg. Translations were provided by Cinzia Catani.

If you would like to assist us by translating the guide into your own language please contact [eavi@eavi.eu](mailto:eavi@eavi.eu).

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# :: PHONE SETTINGS ::



The following guide to protecting your phone is perhaps the most important one to follow. It is intended for Android users as Android phones are by far the most popular phones, however there are some settings included for iPhone users too

## ADS SETTINGS

### iPhone or iPad

Go to your phone's **Settings**  
Tap **Privacy**  
Select **Advertising**  
Turn on **Limit Ad Tracking**

### Android

Go to **Google Settings**  
Tap **Ads**  
Tap **Opt out of interest-based ads**  
Hit **OK**

## SCREEN LOCK

Go to your phone's **Settings**  
Tap **Security**  
Select **Screen Security**  
Choose type of lock; we recommend Pin or Password over Pattern, as it is relatively easy for other people to see you enter a pattern.

Make you sure you choose something you can remember

## LOCATION SERVICES

### iPhone

Open your phone's Settings  
Select **Privacy**  
Choose **Location Services**  
Toggle switch to **OFF**

### Android

Go to your phone's Settings  
Under Personal select Location  
Toggle the switch to **OFF**

## ENCRYPTION

Begin by going to your **Android Settings** and selecting **Security**. Here you will see a list of options including **Encrypt phone**

Selecting this option will give you a screen that informs you a little about the process. If you haven't charged your phone enough your Android will let you know

**Be aware:** Once you select Encrypt phone you cannot do anything to interrupt the process or your phone's data might be lost.

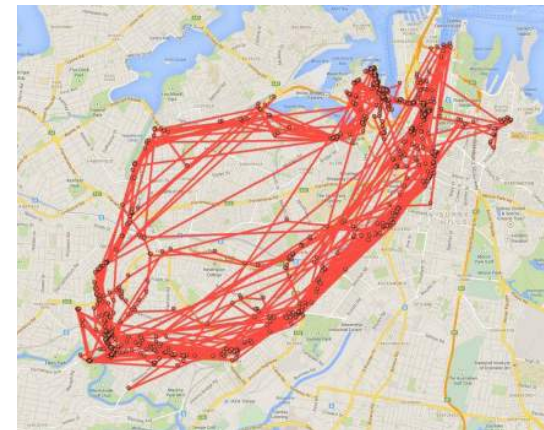
## DELETE LOCATION HISTORY

Find **Google Settings**  
Tap **Location** and then **Google Location History**.

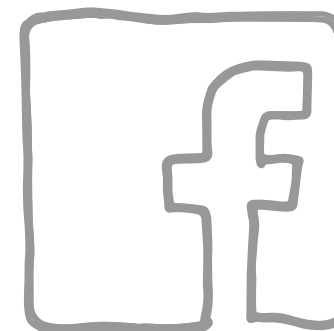
At the bottom, tap **Manage Activities**. Your device will open Google Maps.  
Tap **More** and then **Settings**.

Here you can choose how much Location History to permanently delete.

### Choose delete all Location History



# :: FACEBOOK ::



The following guide to protecting your phone is perhaps the most important one to follow. It is intended for Android users as Android phones are by far the most popular phones, however there are some settings included for iPhone users too

## ADS SETTINGS

Click on the or at the top-right corner of an ad  
Choose **Why am I seeing this?**  
Tap **Manage your ad preferences**  
Choose which ones to remove  
Go to **Facebook Settings**  
Click **Edit** next to the setting **Ads based on my use of websites and apps**  
Select **Off** for Show online interest-based ads.

### BONUS

On your computer you can block most ads from showing on Facebook (and other websites) using an open source ad blocker browser plugin such as uBlock.

## 2 FACTOR AUTHENTICATION

Go to **Account Settings**  
Select **Security Settings**  
Select **Login Approvals** click **Edit** then **Get Started**  
Enter a name and click **Add Browser**  
Select **Android, iPhone** or **iPod Touch**  
Enter your Cellphone number  
Get verification code & enter it  
Hit **Close**

## BLOCKING

### To block someone

Select the person's profile  
Tap the menu icon (three vertical dots )  
Hit Block  
At the bottom of the pop up window choose Cancel or Block

### To report a post

Tap down arrow at the top-right of the post  
Scroll down and select Report post  
Choose a reason to report

## POSTS

### There are 4 settings for making posts on Facebook

- **Public** – anyone can see it, including people who aren't even on Facebook
- **Friends** – only people in your friends list can see it
- **Only Me** – only you can see it
- **Custom** – you can choose which people will be allowed to see it

## TIPS

### Your public profile

There are more options to change your preferences on Facebook in your computer's browser than there are on your phone. For example;

Ever wondered what your profile page looks like to a complete stranger? A great trick you can try is to have a look at how your profile looks to someone who isn't friends with you.

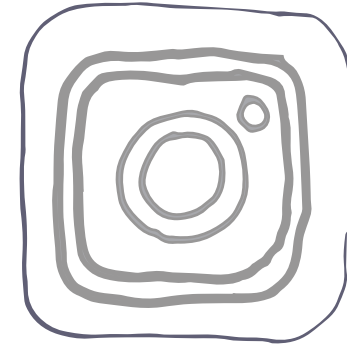
Go to your profile page  
In the bottom-right hand corner of your banner photo there is a button that says **View Activity Log** and next to it is a button with three horizontally-placed small dots  
Click it and select **View As**  
Select to view your profile as public

**Is there anything you see there that you don't want strangers seeing?**



# :: INSTAGRAM ::

Instagram is a fun app but in some ways it is more fraught with privacy concerns than some of the other social media applications. For example, because many people's Instagram posts are public and many of your followers might not be people you necessarily know, posting images of your home and its contents – especially with the location settings on – could make your home a target for thieves



## ADS SETTINGS

As Instagram is owned by Facebook, the settings to opt-out of interest-based ads are done through Facebook as described above

## 2 FACTOR AUTHENTICATION

Tap the **Two-factor Authentication** selector from the menu

To activate 2FA toggle the switch next to **Require Security Code** on the right

If you choose to get backup codes sent to you then you can screenshot them for later

## BLOCKING

Go to your profile (bottom-right button)  
Tap on Followers  
You should see a list of all your Instagram followers. Select the person you want to exclude from seeing your posts and bring up the three vertical dot menu in the top-right corner  
When the pop-up window appears, select Block

## TIPS

Set your feed to **Private Account** so that only those people chosen by you can see your craftily filtered gems. This setting also means your photos won't appear in web searches.

Tap the three vertical dots (or the gear-shaped icon on iOS) to see your various settings. From there you can toggle the switch next to Private Account to **ON** or **OFF**.

**Two-Factor Authentication**

**Posts You've Liked**

**Blocked Users**

**Switch to Business Profile**

**Private Account**

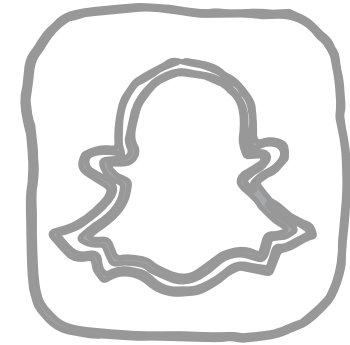


When your account is private, only people you approve can see your photos and videos. Your existing followers won't be affected.



# :: SNAPCHAT ::

Young people already have an advantage over older users when it comes to Snapchat in that older generations generally don't know what it even is. The app has a built-in privacy mechanism, which is that it deletes Snaps after the receiver has seen them.



## ADS SETTINGS

Turning off **Snap Audience Match** means you will still see ads, however they will not be based on your interests.

Tap the **ghost icon** while in camera mode  
In the top-right corner select the gear icon for settings  
Scroll down until you see **Manage Preferences**  
At the bottom of the Manage Preferences screen select **Advert Preferences**  
Tap the toggle next to **Snap Audience Match** to turn this setting off

## 2 FACTOR AUTHENTICATION

Go to **Account Settings** by tapping the gear icon in the top-right hand corner of the screen  
Select **Security Settings**  
Select **Login Approvals** click **Edit** then **Get Started**  
Enter a name and click **Add Browser**  
Select **Android, iPhone** or **iPod Touch**  
Enter your cellphone number  
Get verification code & enter it  
Click **Close** to see you enter a pattern  
Choose something you can remember

## BLOCKING

### To block someone

Select the profile of the person you want to block  
Tap the menu icon

### Hit **Block**

At the bottom of the pop up window choose **Cancel** or **Block**

### To report a post

Tap down-facing arrow at the top-right of the post  
Scroll down and select **Report** post  
Choose a reason to report

## TIPS

Under **Who Can...** and in the Contact Me section you can select either **Everyone** or **My Friends**. You can then choose if you want to do the same with **View My Story**.

## LOCATION

There are plenty of reasons not to activate location on your phone but if you activate Filters or Our Story features on Snapchat then you will activate location

## PERMISSIONS

This is a list of all the permissions you have given Snschat to use your phone. These options cannot be changed except by deleting the app from your phone, however it is a transparent list of all the things Snapchat has control of and access to on your phone.

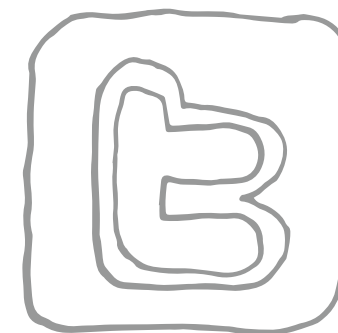
## REVOKE PERMISSIONS

Happily, if at any time you want to revoke Snapchat's access to your phonebook and location settings you can. However, these settings are found on your phone rather than in the Snapchat app itself.



# :: TWITTER ::

Twitter is a useful communication tool and is great for finding breaking news, interesting articles, promoting a cause and there are a lot of genuinely funny users out there despite its well-documented excess of trolls, which the company has sought to remedy in some measure.



## ADS SETTINGS

Tap your profile pic in the top-left of the screen  
Go to **Settings**  
Select **Privacy and content**  
From here you can select from numerous settings for tightening up your privacy, however to block Twitter from tracking you disable the settings for – **Tailor Twitter based on my apps**  
Tailor ads based on info from ad partners

## 2 FACTOR AUTHENTICATION

Tap on your profile pic to go to **Settings**  
Select **Account**  
Tap **Security**  
Select the empty box next to **Login verification** (Important: You'll be asked to associate your phone number with your account)  
Hit the **Start** button  
Enter your Twitter password to enroll in login verification  
Add your phone number and tap **Send code** button  
You should receive a code via SMS  
Enter the code and hit **Submit**  
Make sure you tap **Get backup code**  
**TIP:** Take a screenshot of the backup code!

## BLOCKING

### Blocking from a Tweet

Tap icon at the top of a Tweet  
Tap Block  
Select Block again to confirm

### Blocking from a profile

Visit the profile page of an account  
Tap the 3 dot overflow icon  
Tap Block  
Select Block again to confirm

## TIPS

Protect my Tweets/ Read messages from anyone/  
Send-Receive Read Receipt

Tap your profile pic  
Select **Privacy and content**  
Scroll through and add a tick to any of the boxes next to the headings to further tighten up your security settings

## ← Privacy and content

### Privacy

#### Protect my Tweets

Only current followers and people you approve in the future will be able to see your Tweets

#### Receive messages from anyone

You will be able to receive Direct Messages from any Twitter user, even if you do not follow them.

#### Send/Receive Read Receipts

When someone sends you a message, people in the conversation will know when you have seen it. If you turn off this setting, you will not be able to see read receipts from other people. [Learn more](#)

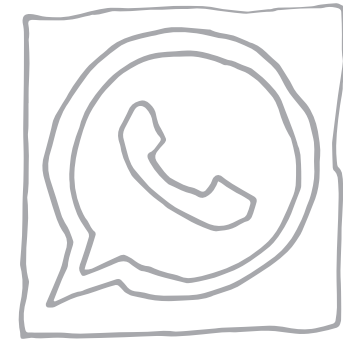
#### Who can tag me in photos

Anyone



# :: WHATSAPP ::

Whatsapp allows us to send text, pictures, audio and video around the world and is one of the safest private messaging apps because it employs end-to-end encryption. However, it does keep and share your metadata with advertisers and depending on your settings it may share this data with its parent company, Facebook.



## ADS SETTINGS

Whatsapp is owned by Facebook and doesn't deliver ads to customers, however the app does send user data to Facebook to deliver ads tailored to your interests there

To stop Whatsapp from sharing your data with Facebook tap the three vertical dot icon in the top-right of the screen

Choose **Settings**

Select **Account**

Tap the tick box next to Share my account info to turn the setting off and stop Facebook from tracking you

## 2 FACTOR AUTHENTICATION

Tap the three vertical dot icon in the top-right of the screen

Choose **Settings** from the dropdown menu

Select **Account**

Tap **Two-Step Verification**

A screen comes up telling you about 2FA, select **ENABLE**

Enter a 6 digit passcode that you'll remember

You may also add your email address in case you forget the passcode

## BLOCKING

Tap the three vertical dots at the top-right of the screen

Select **Settings** from the dropdown menu

Choose **Account**

**Privacy**

**Blocked Contacts.**

Tap the **Add** button in the top right

From your list of contacts, select the ones you wish to block

## TIPS

Hide information about yourself

Go to **Settings**

Tap **Account**

Select **Privacy**

Under *Who can see my personal info* there are options for –

**Last seen** – lets users see when you were last online

**Profile photo** – Who can see your profile pic

**Status** – lets users know that your Whatsapp is open and connected

Switch each one of these options to **Nobody** or **My Contacts** depending on how much information you want to give away

## MORE...

Another setting at the bottom of this screen, **Read receipts** can be disabled if you don't want your contacts seeing if you have read their messages or not, which has the added value of making you feel less guilty for not having replied to them.

