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 review and manage who can view your profile and activities.

ACCOUNT LOGIN & ACTIVITY

Click "Me" and select "Settings and Privacy" to manage the visibility of your data.

Use complex passwords or passphrases. Include numbers and capital letters to ensure attackers cannot access your account information.

Check active sessions. Sign out of any you do not A. Review any device that remembers your password.

Make sure two-step verification is on. Choose the method for verification. Use an authenticator app or add a phone number.

EFFECTIVE: JUNE 2023
**PROFILE VISIBILITY ON LINKEDIN**

Review the **Visibility** options to see how you appear both on and off LinkedIn. Set who can see or download your email address to "Only visible to me". Set the discovery of your profile via email address or phone number to "1st Degree Connections" for email and "Nobody" for phone for your maximum anonymity and protection. Manage who can follow you on LinkedIn - block or unfollow any suspicious person. These change frequently so review them periodically for any changes.

<table>
<thead>
<tr>
<th>Settings</th>
<th>Visibility of your profile &amp; network</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Profile viewing options</td>
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<tr>
<td></td>
<td>Edit your public profile</td>
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<td></td>
<td>Who can see or download your email address</td>
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<td>Who can see your last name</td>
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<td>Representing your organizations and interests</td>
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<td>Profile discovery and visibility off LinkedIn</td>
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<td>Profile discovery using phone number</td>
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<td>Blocking</td>
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</tbody>
</table>

Set your "Profile discovery and visibility off LinkedIn" to Off. Users not signed in to LinkedIn will not see your profile and limits visibility to search engines and other off-LinkedIn services.

The settings above and at the right are for maximum privacy.

Scroll down on the page to see the box below.

<table>
<thead>
<tr>
<th>Visibility of your LinkedIn activity</th>
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<tr>
<td>Manage active status</td>
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<td>Share profile updates with your network</td>
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<td>Notify connections when you're in the news</td>
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<td>Mentions or Tags</td>
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<td>Followers</td>
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**EFFECTIVE: JUNE 2023**
# PRIVACY - DATA USAGE BY LINKEDIN

**Settings**

- **Account preferences**
  - Get a copy of your data
  - Salary data on LinkedIn

- **Visibility**
  - Personal demographic information
  - Search history
  - Social, economic, and workplace research

- **Data privacy**
  - Manage your data and activity
  - Manage what information you share about your personal demographics

- **Advertising data**

- **Notifications**

---

**Who can reach you**

- Invitations to connect
- Invitations from your network
- Messages

---

**Account preferences**

- Job application settings
  - Share your profile when you click Apply for a job
  - Signal your interest to recruiters at companies you’ve created job alerts for
  - Stored job applicant accounts

**Data privacy**

- Permitted services

**Other applications**

- Microsoft Word

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Scroll down on the page to see the box below.

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**EFFECTIVE: JUNE 2023**
Third-party applications and services can access your personal information once you authorize them in your settings. Limit the use of applications to ensure that third parties cannot collect, share, or misuse your personal information. Avoid sharing your activities on third-party websites with LinkedIn by disabling the option. Do not permit or allow LinkedIn to receive information about your visited sites.

Third-party data

- Audience insights for websites you visit: Off
- Ads outside of LinkedIn: Off
- Interactions with businesses: Off
- Ad-related actions: Off

Review each of the options on this menu. These options allow LinkedIn to share your data for more personalized ads. Set to "Off" for maximum privacy.

Disable profile data which allows the use of your data to provide insights that help advertisers.
## CONNECTED SERVICES / CLOSING YOUR ACCOUNT

Select "Account Preferences" and scroll down to see **Partners & Services** and **Account Management** options.

<table>
<thead>
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<th>Settings</th>
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<td>Notifications</td>
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</tbody>
</table>

**Partners & services**
- Microsoft
- Twitter settings

**Account management**
- Hibernate account
- Close account

Only allow access to services you use or are aware of. Check this occasionally to ensure you know what is connected to your LinkedIn account.

Close or hibernate our account if you no longer plan to use LinkedIn services or temporarily deactivate your account. Click on either the close or hibernate account option to confirm that you want to complete that step.

## USEFUL LINKS

**Microsoft Safety & Security**

**OnGuard Online**
https://www.consumer.ftc.gov/features/feature-0038-onguardonline

**LinkedIn Public Profile Visibility**
https://www.linkedin.com/help/linkedin