THE SECRET AGENT'S GUIDE TO PHONE PRIVACY
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

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**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.

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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 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**

**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**.

Choose delete all Location History

**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.
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 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.
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

**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

**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 Snapchat 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.

**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
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 Security
Select the empty box next to Login verification
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
**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.

**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.

**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.