

Protect Your Privacy on LinkedIn

With more than 300 million members, LinkedIn is the world's go-to online professional networking site. It's a valuable resource for staying in touch with colleagues, searching for jobs and getting discovered by potential employers. It's also a valuable resource for identity thieves because user profiles typically include a wealth of personally identifiable information (PII).

You can protect your PII on LinkedIn by making sure you have adjusted your privacy settings according to your tolerance for risk. This tip sheet will familiarize you with your privacy options and give you step-by-step instructions for enabling privacy settings that work for you.



Is My PII Safe?

-  **Everyone** = Red light
-  **Your network** = Yellow light
-  **Your connections** = Yellow light
-  **Only you** = Green light

LinkedIn Privacy Basics

LinkedIn lets you choose from four levels of privacy for various features, giving you control over how much of your information other users are able to see.

Everyone—Low Privacy

Most of your account and activity is visible to the public and can be tracked by your network. Individuals who are outside your network can view your profile, activities and connections, and contact you.

Your Connections—Medium Privacy

Your connections are also known as 1st-degree contacts. A connection designates someone who has accepted your invitation to connect and vice versa. Limiting access to your information to connections may help protect it, but keep in mind that if you connect with people you don't know well, you may be exposing PII.

Your Network—Medium Privacy

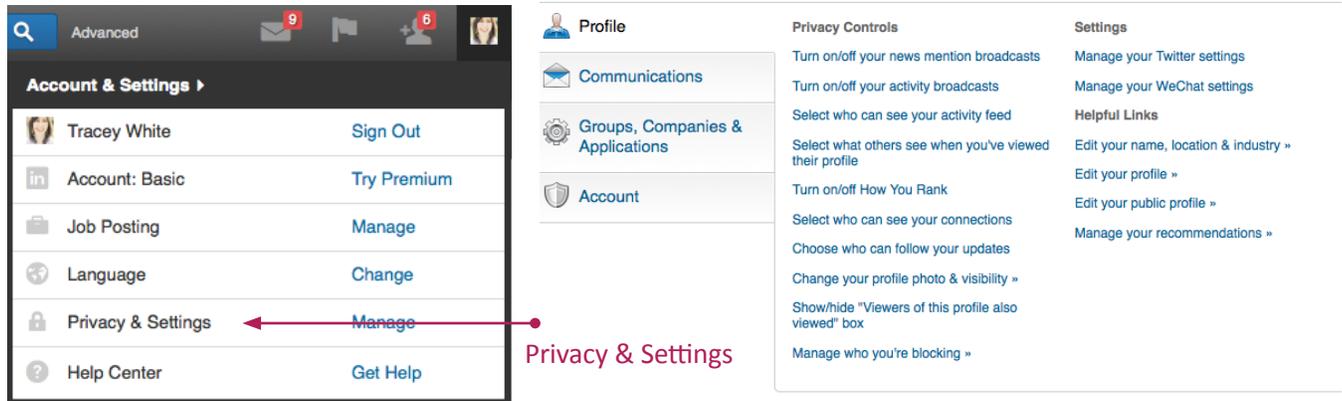
Your network includes your 1st-degree connections as well as 2nd-degree contacts (people connected to your 1st-degree connections) and 3rd-degree contacts (people connected to your 2nd-degree contacts). While this setting is marginally safer than "everyone," it still exposes your PII to a large number of people you don't know.

Only You—High Privacy

This is the most restrictive level of privacy, allowing you to block anyone from viewing your profile.

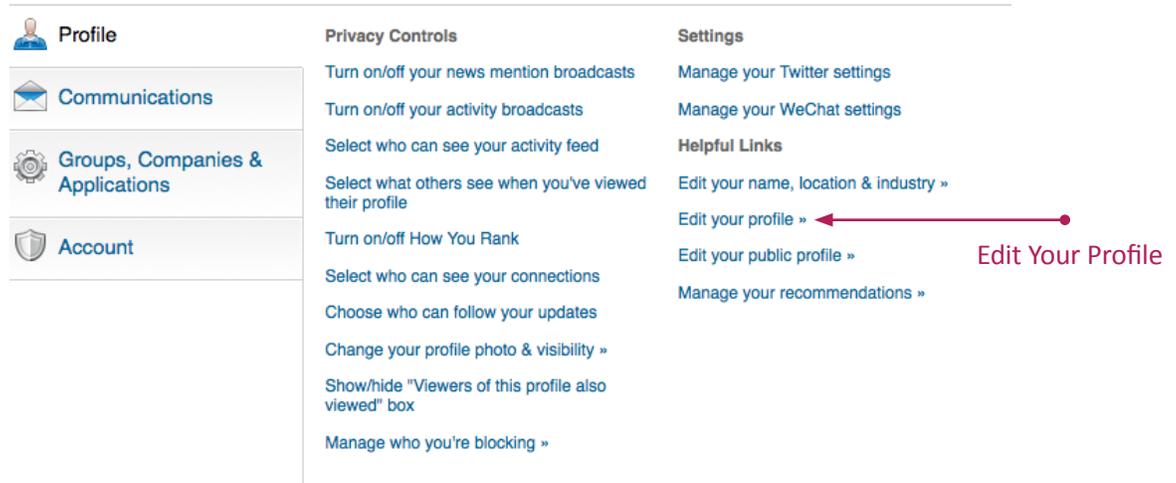
How Do I Control Who Can See My Stuff?

In LinkedIn, you have the option to adjust the privacy controls for a variety of feeds and features. To access your **Privacy Controls**, click on your picture in the upper right-hand corner of your screen and choose **Privacy & Settings** in the drop-down menu. In the **Profile** tab select which setting you'd like to change. We've provided a brief description of each key feed or feature that shows your information below, along with instructions for enabling privacy settings to restrict who can see your profile, connections, activity updates and more.

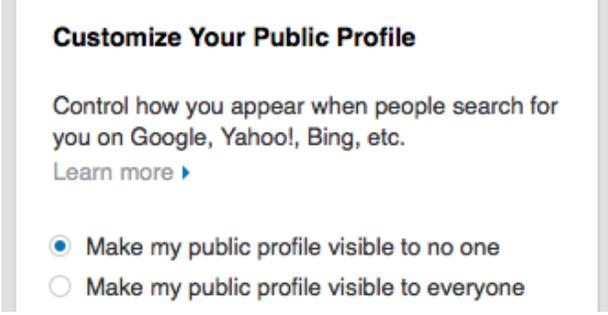


Adjust Your Public Profile

LinkedIn automatically creates a public profile for you that it shares with search engines so people can find you from sites other than LinkedIn. You have the option to hide your public profile, so no one is able to access it or to control the level of detail that people can see about you. To adjust your settings, select **Edit your profile**, which is toward the bottom of the settings column.



On the right side of the screen, choose **Make my public profile visible to no one**, if you don't want people using a search engine, such as Google or Yahoo! to find you.

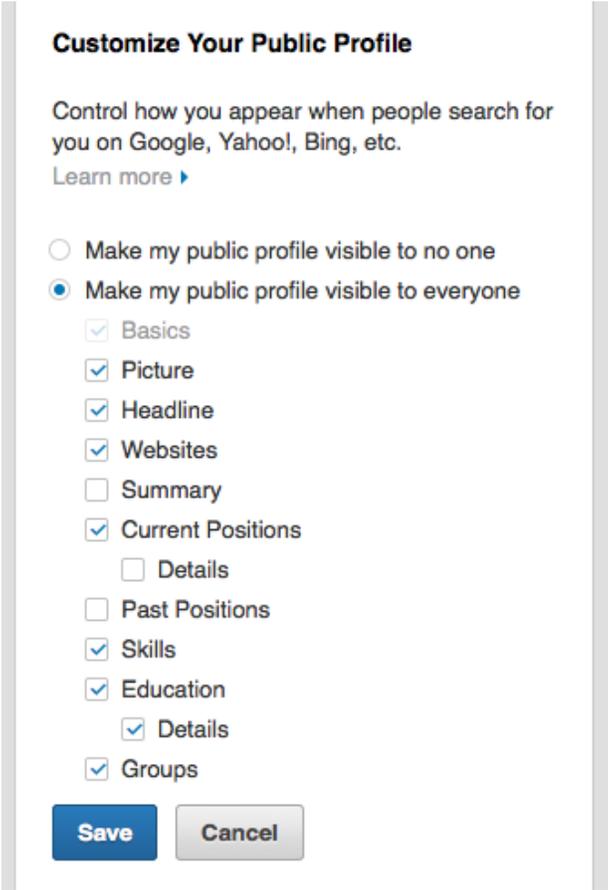


Customize Your Public Profile

Control how you appear when people search for you on Google, Yahoo!, Bing, etc.
[Learn more ▶](#)

- Make my public profile visible to no one
- Make my public profile visible to everyone

To allow people to find you, choose **Make my public profile visible to everyone**, and use the menu below to customize what you are comfortable with people seeing.



Customize Your Public Profile

Control how you appear when people search for you on Google, Yahoo!, Bing, etc.
[Learn more ▶](#)

- Make my public profile visible to no one
- Make my public profile visible to everyone
 - Basics
 - Picture
 - Headline
 - Websites
 - Summary
 - Current Positions
 - Details
 - Past Positions
 - Skills
 - Education
 - Details
 - Groups

Turn Off News Mentions

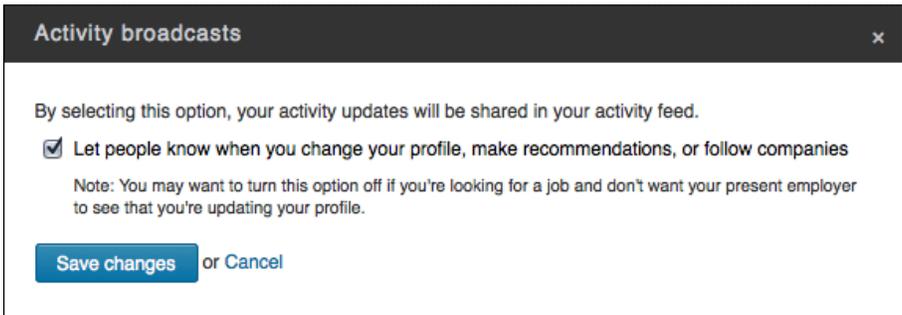
LinkedIn automatically searches for news articles about you across the Internet and shares articles that its algorithm determines are about you. This feature is turned on by default. To turn it off, click on **Turn on/off your new mention broadcasts** and uncheck **Yes! Let them know**. Then click the **Save changes** button.



The screenshot shows a dialog box titled "Let people know when you're in the news" with a close button (x) in the top right corner. The main text asks, "Want to let your connections and followers know when you're mentioned in the news?". Below this, there is a checked checkbox labeled "Yes! Let them know". At the bottom, there is a blue button labeled "Save changes" followed by the text "or Cancel".

Turn Off Activity Broadcasts

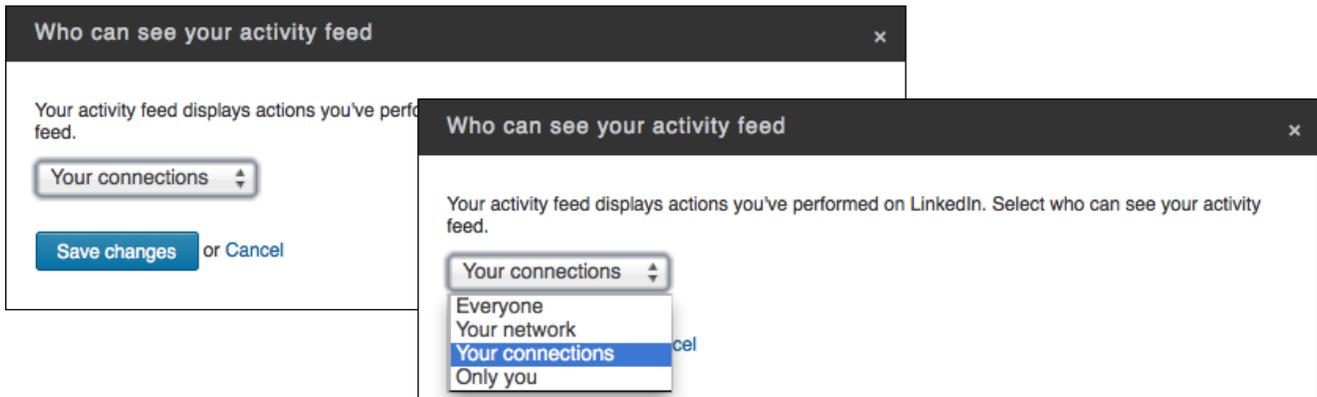
LinkedIn automatically shares updates you make to your profile along with other activities, such as recommendations, in your activity feed. They recommend you turn off this feature if you are looking for a job so you don't alert your present employer to your intentions. **To turn off activity broadcasts**, click on **Turn on/off your activity broadcasts** and uncheck **Let people know when you change your profile, make recommendations, or follow companies**. Then click the **Save changes** button.



The screenshot shows a dialog box titled "Activity broadcasts" with a close button (x) in the top right corner. The main text reads, "By selecting this option, your activity updates will be shared in your activity feed." Below this, there is a checked checkbox labeled "Let people know when you change your profile, make recommendations, or follow companies". A note below the checkbox states: "Note: You may want to turn this option off if you're looking for a job and don't want your present employer to see that you're updating your profile." At the bottom, there is a blue button labeled "Save changes" followed by the text "or Cancel".

Limit Access to Your Activity Feed

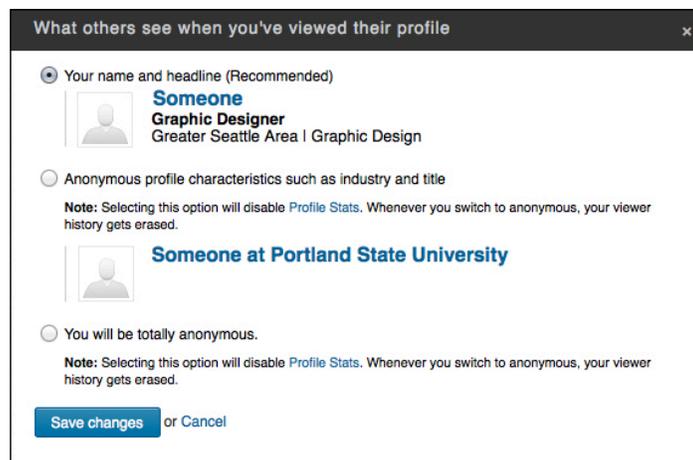
If you choose to broadcast activities, you can control who sees your broadcasts. Click on **Select who can see your activity feed** and then choose your preferred level of privacy from the drop-down menu. Choose **Everyone** for low privacy, **Your network** or **Your connections** for medium privacy, or **Only you** for a high level of privacy. Then click the **Save changes** button.



Stop Letting People Know You've Visited Their Profile

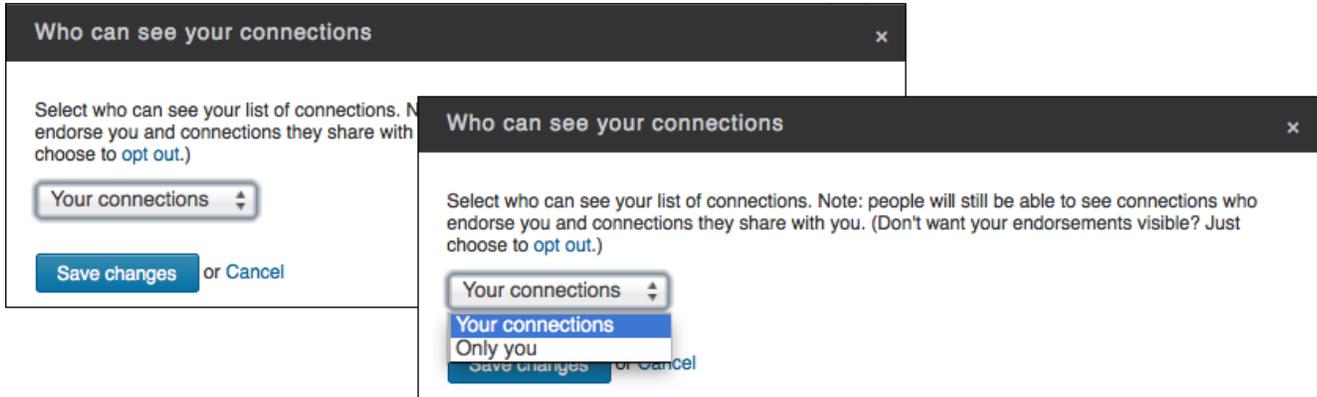
LinkedIn lets you choose how much information you share when you visit another person's profile. As a profile owner, knowing who visited your profile can be helpful. However, when you view other profiles you may want to protect your privacy.

To protect your privacy as a viewer, click on **Select what others see when you've viewed their profile** link. Choose **Your name and headline** for low privacy settings, **Anonymous profile characteristics such as industry and title** for mid-level privacy, or **You will be totally anonymous** for maximum privacy. Then click the **Save changes** button.



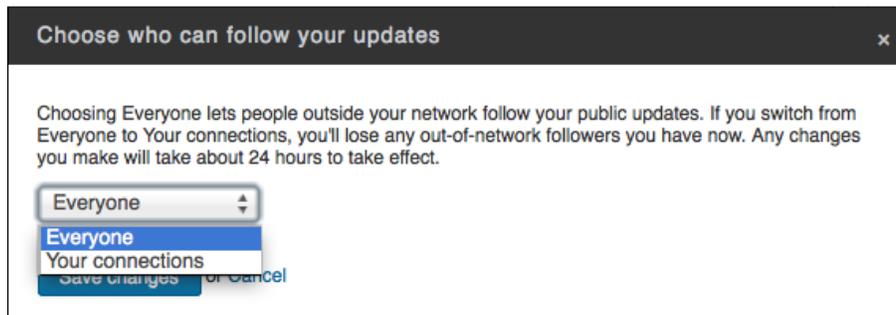
Control Who Can See Your Connections

Your connections are able to see who you are connected to by default in LinkedIn. If you prefer to keep that information private, click on **Select who can see your connections**, select **Only you** from the drop-down menu and then click the **Save changes** button.



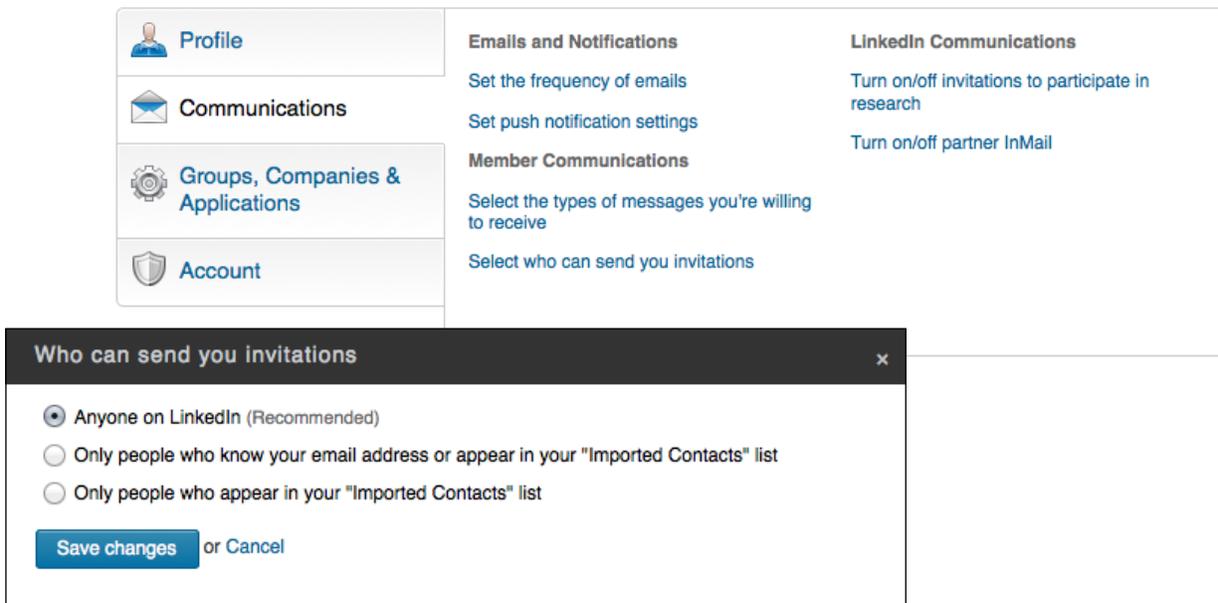
Control Who Can Follow Your Updates

The updates feed on LinkedIn provides a place where you can share whatever is on your mind and ask questions. Select **Choose who can follow your updates** and then select your preferred level of privacy from the drop-down menu. Choose **Everyone** for low privacy, **Your network** or **Your connections** for mid-level privacy, or **Only you** for a high level of privacy. Then click the **Save changes** button.



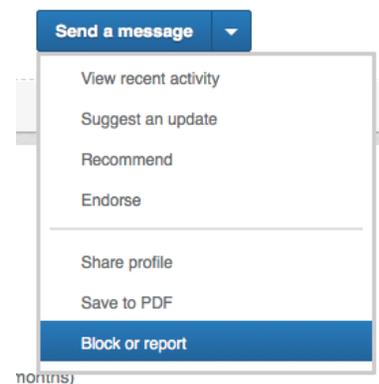
Who Can Send Me Invitations?

By default, anyone on LinkedIn can send you an invitation to connect, but you do have the option to limit who can contact you. Click on your picture in the upper right-hand corner of your screen and choose Privacy & Settings in the drop-down menu. Click on the **Communications** tab in the left-hand column of the **Privacy Control menu**. Under Member Communications, click on **Select who can send you invitations**. For a low-level of privacy, choose Anyone on LinkedIn. For mid-level privacy, select **Only people who know your email address or appear in your "Imported Contacts" list**. And for maximum privacy, click on **Only people who appear in your "Imported Contacts" list**. Then click the **Save changes** button. (Note that you can also Select the types of messages you are willing to receive with the link above).



How Do I Stop Someone From Bothering Me?

To stop someone from viewing your profile and seeing your activities, you need to visit his or her profile. Place your cursor over the drop-down arrow next the **Send a message** button and click on **Block or report**. Select the **Block** box, then click **Continue** followed by Agree.



Stay Vigilant

The risk to your sensitive information is unrelenting and always changing. We recommend monitoring your LinkedIn account regularly. In addition to the steps above, be sure to use a unique and strong password for your LinkedIn account—and avoid sharing it.

If you believe that your private information has been hacked or stolen, don't hesitate to call 877-432-7463. IDT911 is available 24/7 to assist you.