


Richmond Delete Day 2014
February 26, 2014



Privacy Settings

- 1. Click the menu circle in the upper right corner of any facebook page 
- 2. Select **Settings** from the dropdown menu
- 3. Select **Privacy** on the left
- 4. Click on the various settings to edit (ex: Who can see your future posts)

Friend List

- 1. While logged into your account go to your **Friends list** on your **Profile**
- 2. Select a **Friend** from the **list** and click to their profile
- 3. Hover over the **Friends box** at the top of their Timeline
- 4. Click **Unfriend**

Clean up photos/videos

- 1. Click on the photo / video to expand it
- 2. Select the **Options** menu from the menu bar beneath the photo
- 3. Click **Delete This Photo**

Note: You cannot delete a photo that you did not upload (eg: if it was tagged or uploaded by a friend). You can hide from timeline; click **Hide** next to **On your Timeline** at the top of the comment box of the photo.



Privacy settings

- 1. Log into your **Profile**
- 2. Click on **Settings** and then click on **Account**
- 3. Click (checkmark) the box marked **Always Protect my Tweets**

Delete Tweets

- 1. Log into your **Profile**
- 2. Locate the **tweet** you want to delete
- 3. Hover over the tweet and click **delete**

Note: Deleted Tweets may still appear in searches but should disappear as Twitter updates.


Clean up photos/videos

- 1. To **Delete photos** uploaded along with tweet messages, you need to remove the complete tweet message. Once tweet message is deleted, photo attachment with tweet is also removed.





Instagram


Privacy settings

- 1. Go to your profile – tap 
- 2. Tap **Edit Your Profile** next to your profile picture
- 3. **iPhone/iPad**: scroll down to **Posts are Private** and ensure toggle switch is **On**
Android or Windows phone: Check the box next to **Posts are Private**

Friend/Follow List

- 1. While logged into your account select a **Follower profile** from the **list**
- 2. Click on either the ellipsis (three dots) icon  or the box  in the upper right-hand corner
- 3. Click **Block User**

Clean up photos/videos

- 1. Select the image you want to remove; scroll down to the ellipsis (three dots) icon  on the right had side of the screen, click on the ellipsis, and select **delete** from the menu.

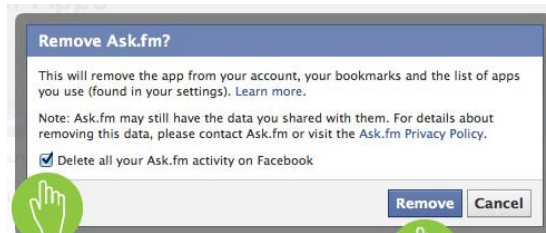
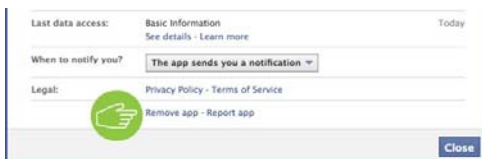


Deactivate account

- 1. Log into Ask.fm account
- 2. Go to <http://ask.fm/account/settings/services> then click remove Connection Link for each connected service (eg: facebook, twitter) this is done to remove all third-party applications that can access your ask.fm account
- 3. While logged into your account, go to <http://ask.fm/account/settings/deactivation> then type your password and click **Disable Account** – this deactivated but does not remove your account.

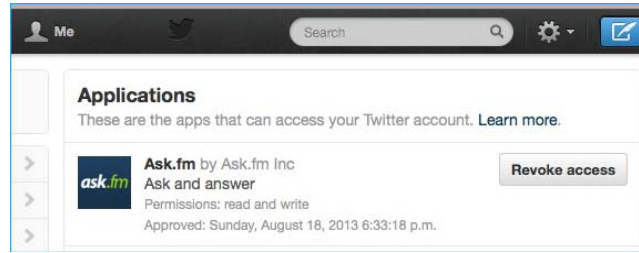


- 4. To remove the Ask.fm application from your **facebook account**:
 - i. Log into your facebook account and locate the Ask.fm application (app)
 - ii. Click **Settings** for the Ask.fm app
 - iii. Click **Remove App**
 - iv. Check **Delete all your Ask.fm activity on facebook**



- 5. To remove the Ask.fm application from your **Twitter account**:

- i. Log into your Twitter account and locate the Ask.fm application (app)
- ii. Click **Settings** for the Ask.fm app
- iii. Click **Revoke Access**



- 6. To **permanently** remove all your personal information as well as delete your account (not just deactivate), send an e-mail to:
 - i. To: info@ask.fm CC: support@ask.fm
 - ii. Email subject: Objection to processing . User account and personal information removal request.
 - iii. In the body of the email:

“I would like to hereby formally request the permanent removal of my user account and profile from Ask.fm, and the complete deletion of my personal information, user profile's URL, and any kind of content and data related to my user account from your server(s) and database(s). I am not asking for the account to be disabled but I ask for my account to be cancelled and all my personal data completely destroyed.

User Account Email: **Your Email Address**

Username: **Your Username**

Many thanks for your time and to send me, by email, your confirmation of the complete removal of my user account and the complete deletion of my data and personal information, as hereby requested.”



Deactivate account

- 1. Tap **Settings**
- 2. Select **Your Account**
- 3. Tap **Reset Kik Messenger**
- 4. Enter the email address that's registered to your Kik account on the Deactivation website.
- 5. Kik will send you an email with a link to deactivate your account