

Klaudia Zotzmann-Koch

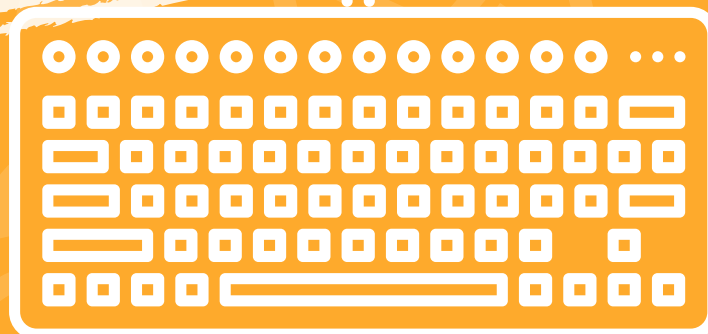
EASY WAYS TO BE MORE

PRIVATE

ON THE

INTERNET

HANDS ON!



All you need to know about the Internet and what you can do in under 30 minutes to use it more safely and privacy-friendly

**PRINT OUT
WORKSHEETS**

All you need to know about the Internet and what you can do in under 30 minutes to use it more safely and privacy-friendly

CHAPTER 1: FORKLIFTS DON'T LIFT FORKS

IMPORTANT: YOU ARE NOT TOO STUPID, THEY MAKE IT EXTRA DIFFICULT FOR YOU ON PURPOSE.

Note down, what you learned in this chapter.

Write down, if there are any things, you would like to change about your Internet behavior.

-
-
-
-

NOTES AND WHAT YOU WANT TO RESEARCH FURTHER:



CHAPTER 2: THE INTERNET BEHIND THE DISPLAYS

Note down, what you learned in this chapter.

Note any to-dos you got out of this chapter.

-
-
-
-
-
-

All you need to know about the Internet and what you can do in under 30 minutes to use it more safely and privacy-friendly

CHAPTER 3: TRACKING: THE DAILY CHASE

TERMS & CONDITIONS

Read the terms & conditions of some of your most used platforms or services. Mark what catches your eye and note down, what you intend to do.

TERMS & CONDITIONS TO READ

Done

To Do

Done

To Do

Done

To Do

Done

To Do



CHAPTER 3: TRACKING: THE DAILY CHASE

Note down, what you learned in this chapter, especially, why tracking could be a problem.

Note any to-dos you got out of this chapter.

-
-
-
-
-
-

CHAPTER 4: ALGORITHMS & "AI"

Note down, what you learned in this chapter, especially about profiling.

Note any to-dos you got out of this chapter.

-
-
-
-
-
-

All you need to know about the Internet and what you can do in under 30 minutes to use it more safely and privacy-friendly

CHAPTER 5: SOCIAL IMPACTS

IMPORTANT: DATA PROTECTION IS THE PROTECTION OF MINORITIES.

Note down, what you learned in this chapter.

Note any to-dos you got out of this chapter.

-
-
-
-
-
-



All you need to know about the Internet and what you can do in under 30 minutes to use it more safely and privacy-friendly

CHAPTER 6: QUESTIONS

Note down, what you learned in this chapter.

REQUESTS ACCORDING TO ARTICLE 15, DSGVO

Probably you already have some companies or institutions in mind, that you would like to send your first information requests according to article 15, GDPR? Great, note them down here.

COMPANIES TO SEND INFORMATIONS REQUESTS

Done

To Do

Done

To Do

Done

To Do



CHAPTER 7: HARBOUR, SHIELD AND WHAT NOT

Note down, what you learned in this chapter, especially about the legal stuff, why we can have data transfers.

Note any to-dos you got out of this chapter.

-
-
-
-
-
-

CHAPTER 8: THE OFFLINE

Note down, what you learned in this chapter, especially about what you can do for your privacy offline.

Note any to-dos you got out of this chapter.

-
-
-
-
-
-

CHAPTER 9: WHAT YOU CAN DO IN UNDER 30 MIN

WHAT'S TO BACKUP?

Okay, inventory time: What do you have to backup? A desktop computer? Laptop? Tablet? Smartphone? Anything else?

DEVICES & DATA TO BACKUP

Done

Most important data on this device

Done

Most important data on this device

Done

Most important data on this device

Done

Most important data on this device



BROWSER PRIVACY & SECURITY

Let's have a look on your browser. I would always choose Firefox and I highly recommend it. But maybe you want to look into alternatives like Chromium or Vivaldi. Choose one or download all of them. Check and adjust the settings first and then try, which one feels best when you use it.

BROWSER SETTINGS & ADD-ONS

Settings checked and adjusted

Anything you want to test or have to do?

https everywhere

Anything you want to test or have to do?

uBlock origin

Anything you want to test or have to do?

EFF Privacy Badger

Anything you want to test or have to do?

PRIVACY & SECURITY ON MOBILE DEVICES

Let's go on with your mobile device(s). They are basically little computers, like very capable machines in the size of your palm. Let's check the security and privacy settings and reset the advertising ID, the manufacturer put in.

SETTINGS ON MOBILE DEVICES

Reset the Advertising-ID

Anything you want to test or have to do?

Switch off Analysis & Improvements

Anything you want to test or have to do?

CONTENT BLOCKERS FOR MOBILE DEVICES

Firefox Focus (Firefox Klar)

Anything you want to test or have to do?

Blokada (Android) or Better Blocker (iOS)

Anything you want to test or have to do?

PASSWORDS, PASSWORD SAFES & 2ND FACTOR

This is the most important part of all: Use strong passwords. Strong means long: more than 14 characters. Also use a password safe, that will help you keep track of all the logins and program passwords. This is a huge step, I'm happy, you make it! Start with a lock screen on all your devices, especially your mobile ones.



Lockscreen and PIN (even better: passphrase) on mobile device(s)

PASSWORD SAFE

Choose a password safe that's working for you (e.g. KeePassXC)



Anything you want to test or have to do?

Install a password safe on your mobile device(s) (e.g. KeePass2Android for Android or Strongbox for iOS)



done

2-FACTOR AUTHENTICATION

Explore your password safe and find the function for 2FA. Most of them offer at least a TOTP-function. Then start exchanging your passwords one by one, when you use a platform or service and enable 2FA while you're on it. Start with your mail account.

IMPORTANT: YOUR E-MAIL ACCOUNT IS YOUR MOST IMPORTANT ACCOUNT. IT SHOULD HAVE A STRONG PASSWORD AS WELL AS 2FA ENABLED.



All you need to know about the Internet and what you can do in under 30 minutes to use it more safely and privacy-friendly

PASSWORDS, PASSWORD SAFES & 2ND FACTOR

Note the accounts, you want to start with exchanging your passwords and enabling 2FA.

- your e-mail account
-
-
-
-
-
-
-

IOT

Also think of the network-connected devices in your home and your backpack. Exchange the standard password or weak ones for strong and long ones. Don't wait with that.

-
-
-



WI-FI & BLUETOOTH

Turn off Wi-Fi the devices you carry with you, when you leave the house. Make it a habit, so it gets really easy for you.

Bluetooth is needed for most pandemic contact tracing apps.

Consider leaving this on for the moment and come back to the bluetooth settings when the pandemic is over. Set a reminder.



Change your devices names to something, that's not giving away your name or address, birthday or any other personal data.



SECURE WI-FI AT HOME

Check your Wi-Fi-router at home, if the admin panel already has a strong password. If not, change it.



Set the password for your home Wi-Fi to a strong one and note it in your password safe.



Check the network name, if it's getting away any personal data and change it to a non-speaking one (or at least one without personal data in it). Remember to change the entry in your password safe.



Set up a dedicated guest network, so guests to your house don't use the same network than you and all your devices. If there are specific devices that your guests shall be able to use over the network, put them in the guest network for that time. Give the guest network a strong password!



APP SETTINGS & PERMISSIONS

To start with, make sure, the operating system of your device(s) as well as all your apps are up-to-date. Updates are important, because they always bring relevant security updates with them.

operating system and all apps are up-to-date

Go through the apps installed on your mobile device(s) and check the app permissions. No flashlight app needs access to your phone book or camera. Question everything with your common sense. Note down, which apps' permissions you already checked and adjusted.



All you need to know about the Internet and what you can do in under 30 minutes to use it more safely and privacy-friendly

SECURE MESSENGERS

If you want to switch to a more secure messenger, there are a few things to do, so people still know, where to find you.

SWITCHING TO ANOTHER MESSENGER

Done

To Do

Done

To Do

Done

To Do

YOUR MOST IMPORTANT PEOPLE TO INFORM

done



SECURE MESSENGERS

If you want to switch to a more secure messenger, there are a few things to do, so people still know, where to find you.

1

DECIDE ON A MESSENGER

Check the chapter and choose a messenger that fits your needs, depending if you need really big groups or not.

2

INFORM YOUR CONTACTS

Inform your contacts on your current messenger, that you will switch to the other one.

3

SET YOUR STATUS MESSAGE

You can put the info in your status message in the old messenger, so everyone sees it, even if they deleted your message.

4

SET UP YOUR PROFILE

Configure your profile in the new messenger. If you want your old contacts to find you there, use the same (or recognisable) nickname and profile picture.

5

GIVE PEOPLE TIME TO ADAPT

Don't delete your old messenger and account immediately. People need time to adapt. Give them a week or two, before you delete the old account.

6

DELETE THE OLD ACCOUNT

After some time, delete the old account. Don't just uninstall the old messenger! To be sure, noone can enter the old account and impersonate you, the old account should really be deleted.

YOUR MOST IMPORTANT PEOPLE TO INFORM



done

E-MAIL ACCOUNTS

Switching your e-mail account isn't difficult per se. Some of the more secure providers even offer a "moving service".

- 1 **DECIDE ON A PROVIDER**
Check the chapter and choose an e-mail provider that fits your needs.
- 2 **EXCHANGE CONTACT INFORMATION**
Adapt your contact info on your usual platforms, so any automated emails go into your new account.
- 3 **INFORM YOUR CONATCS**
Let people know that you have a new email address. You can even set an autoresponder for the old account to do that for you. Always reply from your new account.
- 4 **ADAPT NEWSLETTER SUBSCRIPTIONS**
Whether you want newsletters to come to your old or new adres, that's up to you. If you want them in your new account, adapt the subscriptions. Unsubscribe from anything you don't really want, while you're on it.
- 5 **DO **NOT** DELETE THE OLD ACCOUNT**
Your e-mail account is your most important one of all, because any other one will send reset-instructions and notifications to it. Give your old e-mail account a good, long password and 2FA and keep it, in case you have some old social media accounts to restore.

IMPORTANT: YOUR E-MAIL ACCOUNT IS YOUR MOST IMPORTANT ACCOUNT. GIVE IT A STRONG PASSWORD AND 2FA.

YOUR MOST IMPORTANT PEOPLE TO INFORM



done

YOUR OWN NEXTCLOUD

Having your own cloudstorage is pretty easy and hits several birds with one stone: storage, file share, picture and file backup, calendar, address book and many more.

1

DECIDE ON A PROVIDER

Search the Internet for an Owncloud or Nextcloud provider in your area - that will keep legal stuff easy.

2

CLICK YOUR CLOUD PACKAGE

Most providers offer different packages, that usually differ in the size of the storage space. For around 3 to 5 Euros or Dollars per month, you should be good to go.

3

SET UP NEXTCLOUD ON YOUR MACHINE(S)

Download and install the Nextcloud desktop app to your computer. Log in to your account you set up with the provider. Choose, which folders to sync automatically.

4

SET UP NEXTCLOUD ON YOUR MOBILE DEVICE

Download the Nextcloud app to your phone and/or tablet. Log in to your own nextcloud and set up the picture and file backup function.

5

ADDRESS BOOK & CALENDAR

Instead of your phone or desktop manufacturer's address book and calendar, you can use the ones that come with your own Nextcloud.

- Set up one or more calendars in your Nextcloud
- Export your old one
- Import it in the new one
- Go to your device's settings and change the standard calendar to the new one

The same goes for the address book. Export - import - switch location. And then delete the contacts from your old address book. (Make sure you have a backup, in case anything goes wrong.)

CHAPTER 10: SOCIAL MEDIA ALTERNATIVES

Note down, what you learned in this chapter.

SOCIAL MEDIA

Is there something that you would like to overthink in terms of your social media usage? Maybe try out a free alternative like Mastodon? Note down what you'd like to do and also further to dos resulting from your experiments.

THINGS TO TRY & THINGS TO CHANGE

Done

To Do

Done

To Do

Done

To Do



CHAPTER 11: ADVANCED

Note down, what you learned in this chapter, especially about how encryption works.

Note any to-dos you got out of this chapter.

CHAPTER 12: A LITTLE MORE ADVANCED

Note down, what you learned in this chapter.

Note any to-dos you got out of this chapter.

-
-
-
-



THINGS YOU FOUND OUT YOURSELF

You made it to the end of the book. Go on and research what you noted at the end of each chapter. Write down, what you learned from digging deeper.

Note your further to-dos.

All you need to know about the Internet and what you can do in under 30 minutes to use it more safely and privacy-friendly

THINGS YOU FOUND OUT YOURSELF

Your further to-dos.

-
-
-
-
-
-
-
-



All you need to know about the Internet and what you can do in under 30 minutes to use it more safely and privacy-friendly

NOTES

