Digital Spring Cleaning Checklist

Clear out your cyber clutter

Practice good digital hygiene

Update your **logins** and **passwords**

Clean up the **files stored** on your device

Review and update **privacy and security settings**

Check your **browser settings**

Dispose of **electronic devices** securely

Clean up your online presence

Review and update your **online profiles** on social media sites

Actively manage your **location services, Bluetooth, microphone** and **camera** – making sure apps use them appropriately

Check your **privacy settings** to be sure you are not inadvertently sharing **too much** personal content

Using this checklist...

Can help keep your devices and information safe and secure continuously without interruption

Consider de-cluttering your digital life

With these tips and resources, improve performance of your digital devices, gain IT peace of mind, and help safeguard you and your sensitive data from cyber criminals.

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UPDATE YOUR LOGINS AND PASSWORDS
Conduct an audit of your accounts to make sure you are using strong and unique passwords that have the strictest authentication standards.

CLEAN UP THE FILES STORED ON YOUR DEVICE
Back up important files and pictures on a secure hard drive or cloud. Delete old and unused files, downloads, apps, pictures, and emails from your devices. Make sure to permanently delete the files by using a program capable of wiping data from a device's hard drive.

REVIEW AND UPDATE PRIVACY AND SECURITY SETTINGS
Check that you have enabled the strongest possible security settings and no one has access to your account unless you stated otherwise.

UNINSTALL SOFTWARE AND APPS YOU ARE NO LONGER USING.
Update the software on all of your company's devices — including point of sale systems and IoT (Internet of Things) devices.

UNSUBSCRIBE FROM NEWSLETTERS, EMAIL ALERTS, AND UPDATES YOU NO LONGER READ

RECYCLE END-OF-LIFE OR REUSE ICT EQUIPMENT
Wiping your devices clean should not be done quickly or without thought. Contact Dominion Voice and Data for more information before you start or check to see if there is a BBB Secure Your ID Day or similar event in your area.

DO A DATA ASSESSMENT
Analyze what data your business collects and stores. Determine if your organization uses the information collected. If not, dispose of the information correctly and discontinue collecting it.

WHO HAS SECURITY ACCESS?
Review and limit who has administrative access to your records. Grant access only to necessary individuals who use it to complete their assigned job responsibilities.

EDUCATE ENTIRE TEAM ON CYBERSECURITY INITIATIVES
Conduct security awareness training to help prevent a possible future cyber breach or attack on your business.

REVIEW ONLINE ACCOUNTS
Are you using all online accounts you are registered with? If not, review the privacy and security settings on accounts you use and remove yourself from accounts that do not serve you anymore.

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