



SAFE | Security Awareness for Everyone

TIPSHEET - MARCH 2025

Digital Spring Cleaning Made Easy

Hey there! Are you all set for some digital spring cleaning? Just like you tidy up your physical space, it's essential to declutter and organize your digital life for a safer online experience. Let's dive into these simple steps to keep cyber-criminals at bay and ensure you're cyber sharp and secure all year round.

First - The Basics

- **Lock Down Your Login:** Make sure your account passwords are strong, unique, and stored securely. If you're not using a password manager yet, it's like having a personal assistant for your passwords—why not give it a try?
- **Multi-Factor Authentication (MFA):** Add an extra layer of security by enabling 2-factor authentication, especially for critical accounts like banking and emails. Trust me, it's worth the extra step to keep your accounts safe.
- **Update Your Software:** Keeping your security software, web browsers, and operating systems up-to-date is like regular maintenance for your digital armor. Let those updates run on autopilot—they're your silent cyber guardians.
- **Back It Up:** Safeguard your data by creating backups of your important files. Follow the 3-2-1 rule: 3 copies, 2 different media types, and 1 offline copy stored in a separate location. Think of it as insurance for your digital valuables.

Next - The (Digital) Purge

- **Uninstall Unwanted Apps:** Clear out software and apps you no longer use. They can hold sensitive data that you don't want lurking around for cyber-snoopers to find.
- **Establish a Records Plan:** Just like at work, only keep digital records as long as necessary. Dispose of old data securely—both digital and physical.

- **Unsubscribe & Declutter Emails:** Remove yourself from newsletters and alerts you no longer read. Not only will this clean up your inbox, but it will also free up space on your devices.
- **Securely Dispose of Old Devices:** Bid farewell to old devices like hard drives, laptops, tablets, and the like, in a secure way to prevent any data leaks.

Finally - Clean Up Your Online Presence

- **Update Personal Info:** Review and update personal information, friends lists, and contact lists for accuracy. And yes, it's time to part ways with those cringy old photos—it's a digital cleanse!
- **Review Privacy Settings:** Check and adjust your privacy and security settings to your comfort level. Remember that quick setup rush? Now's the time to revisit and fine-tune them.

So, there you have it! By taking these steps, you're on your way to a cyber-safe, cyber-strong year ahead. Enjoy the peace of mind knowing you've done your digital spring cleaning. Now, go out there and make the most of your digital world—securely and confidently!