STOP | THINK | CONNECT

PROTECTING THE GREATER GOOD | Church Mutual INSURANCE COMPANY

DIGITAL DECLUTTER CHECKLIST

KEEP A CLEAN MACHINE

Make sure that all web-connected devices are squeaky clean.

- ☐ **Update software on all internet-connected devices** to reduce risks from malware and infections.
- ☐ **Clean up your mobile life** by deleting unused apps, keeping others current and reviewing app permissions.

MAKE SURE YOU'RE SECURE

Enhancing the security of your online accounts is a must and a fast, simple way to be safer online.

- ☐ **Lock down your login:** Your usernames and passphrases are not enough to protect key accounts like email, banking and social media. Strengthen online accounts and use strong authentication tools whenever offered.
- ☐ **Secure your router** by making sure it has a strong passphrase and does not broadcast who you are through its name, such as "the Jones Family" or "123 Elm Street."
- ☐ **Make your passphrase a sentence** that is at least 12 characters long. Focus on positive phrases that you like to think about and are easy to remember. On many sites, you can even use spaces.
- ☐ **Make unique passphrases** for important accounts like email, finance and healthcare.
- ☐ **Write down your new passphrases and store them in a safe place away from your computer.**
- ☐ **Check to ensure all devices are password, passcode, fingerprint or eye-scan protected.**

DIGITAL FILE PURGE AND PROTECTION

Be sure to properly dispose of sensitive materials – such as hard drives and memory cards – at a community shredding event. Check bbb.org/secure-your-id-day to see if there is a BBB "Secure Your ID Day" event in your area.

- ☐ **Clean out your old email and empty deleted folders.** If you need to keep old messages, move them to an archive.
- ☐ **Delete or archive older files and outdated financial statements.**
- ☐ **Unsubscribe to newsletters, email alerts and updates you no longer read.**
- ☐ **Update your online photo album** by deleting or backing up old or less flattering photos.
- ☐ **Update online relationships** by reviewing friends on social networks and all contacts lists to make sure everyone still belongs.
- ☐ **Copy important data to a secure cloud site or other drive where it can be safely stored.**
- ☐ **Password protect back-up drives and keep them in a different location off the network.**
- ☐ **Permanently delete all old files.**

CLEAN UP YOUR ONLINE REPUTATION

Make sure your online reputation shines.

- ☐ **Own your online presence** by reviewing the privacy and security settings on websites you use to be sure they are set at your comfort level for sharing.
- ☐ **Clean up your social media presence** by deleting old photos, etc. that are embarrassing or no longer represent who you are.
- ☐ **Update your "online self"** by reviewing your personal information and updating it where needed.