



Take control of your data

Annual online hygiene checklist

Did you know that you leave a lot more data online than you realise? This data privacy week, lets take some time to clean up our digital footprints.

Here is a quick checklist of items to audit your personal data:

- Complete an app settings audit by going through your apps and ensuring installed apps don't have permission for data they do not need.
- Check your email addresses on "[Have I been pwned?](#)" This website will check if your email or phone has been exposed in a [data breach](#).
- Review content on various social media apps. If you haven't used it in a while, consider downloading your data and deleting the account.
- Review tags on social media. Check that what a friend, family member or business has tagged you in to ensure it's something you're happy to have online.
- Install a password manager with a master password to keep track of them. Make sure you use unique passwords or phrases for each site or app.
- Do a social media stock-take. Unfollow or unfriend people you don't know and consider creating 'close friends' lists on applicable social media platforms.
- Set up [multi-factor authentication](#) (MFA) and change your PIN, especially if it's your birthdate or information that may be available online.
- Install anti-theft applications to help you locate, lock and wipe your device, should they fall into the wrong hands.
- Don't share personal or sensitive information with [AI generative apps](#). Be careful of what information you share as these can be easily end up in the wrong hands.

The new year is a great time to take data privacy seriously, and it starts with the best practices and awareness.

