UC San Diego

Digital Spring Cleaning Checklist

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NATIONAL CYBER**SECURITY** ALLIANCE

BBB

This material has been adapted from the Small Business DPC Checklist developed by the BBB and National Cyber Security Alliance

Consider de-cluttering your digital life this spring with these tips and resources from the National Cyber Security Alliance (NCSA) and the Better Business Bureau (BBB). Taking a few of these proactive steps can help safeguard you from cyber criminals.

Protect Yourself

Lock Down Your Login. One of the first things everyone needs to do is to ensure that passphrases for each account are lengthy, unique, and safely stored. Enable 2-factor authentication on all accounts that offer it.

Update Your Software. Don't postpone critical software updates. Having the most current security software, web browsers, and operating systems are some of the easiest ways to protect your data.

Back IT Up. Protect your data by making copies - or backups - of your most important files. Use the 3-2-1 rule to help guide you: 3 backup copies, 2 different media types, 1 offline and in a separate location.

Your Digital De-Clutter Checklist

The (DIGITAL) PURGE

☐ **Uninstall software and apps you are no longer using.**

☐ **Purge old digital files.**

a. Before you begin the purge, make sure to first back up important data to a secure cloud site, another computer, or external drive. Remember to password protect backup drives, too.

b. Review the UCOP record retention guidelines to ensure any University data you have is handled appropriately. Reach out to our campus records management coordinator if you need any assistance – Paula Johnson Director, Policy and Records Administration.

c. Once you're sure you aren't deleting anything important, remove old files, emails, and downloads that have accumulated over the year but are no longer needed. Remember to empty the trash/recycle bin when done!

☐ **Unsubscribe from newsletters, email alerts, and updates you no longer read.**

☐ **Securely dispose any old devices,** including: hard-drives, laptops, tablets, copy machines, fax machines, etc. It is important to use caution when disposing of electronic devices just as with a secure document. A variety of software is available to securely wipe data from devices, such as PC, laptops, and smartphones. Check to see if there is a BBB Secure Your ID Day or similar event in your area. Many "shred day" events include safe destruction of electronic equipment and files as well. How to dispose of devices securely. The Cybersecurity & Infrastructure Security Agency has specific tips for secure disposal of electronic devices.

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CLEAN UP YOUR ONLINE PRESENCE

☐ **Own your online presence** by reviewing the privacy and security settings on accounts you use. You should do this for both business and personal accounts.

☐ **Clean up your social media presence** by deleting old or unnecessary photos and by deleting accounts no longer in use.

☐ **Lock down logins.**

   a. Some campus computing resources have required two-step login with Duo since January 31, 2019. For more information, visit twostep.ucsd.edu.

   b. Take an inventory of your passwords – Are they strong? Is a unique password used for each site, device, or file?

   c. Consider using a password manager like LastPass to help you do all of those things and more. For information, visit lastpass.ucsd.edu.

☐ **Control your role** by reviewing and limiting who has administrative access to your online accounts. Grant access only to individuals who need it to complete their assigned job responsibilities. Allocate access privileges based upon job duties, not job titles.

ADDITIONAL RESOURCES

☐ **NCSA's CyberSecure My Business Website:** https://staysafeonline.org/cybersecure-business/

☐ **BBB's 5-Steps to Better Business Cybersecurity:** BBB.org/cybersecurity

About NCSA: NCSA is the nation's leading nonprofit, public-private partnership promoting cybersecurity and privacy education and awareness. NCSA's core efforts include National Cyber Security Awareness Month (October); Data Privacy Day (Jan. 28); and CyberSecure My Business™.

About BBB: For more than 100 years, the Better Business Bureau has been helping people find businesses, brands, and charities they can trust. In 2018, people turned to BBB more than 173 million times for BBB Business Profiles on nearly 5.4 million businesses and Charity Reports on 11,000 charities, all available for free at BBB.org. The International Association of Better Business Bureaus is the umbrella organization for the local, independent BBBs in the United States, Canada, and Mexico.

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