



DIGITAL HABITS

Some quick tips to get your digital life in order. Form digital habits which you can visit on a monthly basis.

BACKUP AND RECOVERY

No matter how careful you are, you may be hacked. If that is the case, often the only way you can recover your personal information is to restore from a backup.

Ensure you can recover your most important information by creating and scheduling automatic backups.

DELETE

Delete any unused programs or apps on your mobile devices and computers. The fewer apps you have, the more secure your system and your information. Ensure all your devices and apps come from a trusted vendor.

UPDATE

Update all of the devices and apps you have, and where possible enable automatic updating. These updates are nothing more than a small program, typically installs itself and fixes the vulnerability.

PASSWORDS

Review your passwords. If you find it difficult to manage your passwords, consider using a password manager. Enable two-factor authentication (2FA) whenever possible, especially for your online accounts.

FINANCIAL ACCOUNTS

Sign up for alerts. Make sure your bank accounts is configured to alert you whenever a transaction is made, especially for large purchases or money transfers.



BROWSER

Clear your browser history. Review the permission settings; do the plugins really need access to your location, passwords, or contact lists?

SOCIAL MEDIA

Review your privacy settings and delete any photos and videos that are no longer needed. You can also search for yourself on a search engine and see what information is out there about you. Additionally you can view how your profile looks to the public.

DESK

Clean your desk, drawers, wipe any old hard drives and USBs. Perhaps even destroy any sticky notes or diaries with too much information. Consider investing in a document shredder if you don't have one.

EMAIL

Check your inbox and folders including spam for all your accounts. Delete what you don't need, and organize what you do. Pay particular attention to any sensitive documents, such as those with your date of birth or Social Insurance Number.