

# Summer Cleanup

## Refreshing your digital space

### Unused apps or programs

Take an inventory of the apps downloaded on your phone or computer. Are there any that have not been used for a while? If so, delete them to free up space and prevent old information from being shared. Some outdated apps may become unsecure so it's best to delete them to avoid any risk.

### Accounts... going, going, gone

It's important to close or delete any accounts that are no longer in use. If not, there is greater risk to your digital privacy and security in the event of a data breach.

Accounts can be found by taking the following approach:

- Search for your name and email addresses.
- Consult your password manager for any unused accounts.
- Look through old emails.
- Check browser for old usernames and passwords.
- Check social media for old connected accounts.

### Clear cache and cookies

Websites often store a large amount of user information in local storage and in the browser, making it a potential target for hackers. It's important to clear your cache and cookies frequently to increase your online privacy.

### To protect yourself, you can:

- Customize your browser security settings to purge cookies when the browser is closed.
- Avoid saving credentials in the browser.
- Turn off autofill for any personal details.

### E-Waste

Electronic waste (or e-waste for short) describes electronic devices that are no longer wanted. The good news is, these can be donated or recycled so they don't end up in the landfill.

### Types of e-waste that can be donated or recycled:

- Computers.
- Smartphones and tablets.
- Digital cameras and media players.
- External hardware – printers, monitors, external hard drives, USB sticks.
- Gaming consoles.

### Before you donate or recycle your devices:

- Backup your information to another device or the cloud.
- Permanently erase data.
- Pull out hard drives and check that memory cards are removed.

To dispose of e-waste, search online for drop-off locations in your neighborhood.



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