



Cybersecurity Spring Cleaning Checklist

Along with the home or business Spring's cleaning, cleaning your technology and cyber footprint should be part of your to-do list.

Cleaning your technology and cyber footprint removes clutter from your personal life and business while at the same time protecting you and your loved ones.

To help you spring clean your technology and cyber footprint, we share a checklist to help you through the process. And since there are personal, business, and shared digital assets you should share this checklist with your family members, coworkers,

Passwords

- Review and update your passwords
- Establish a unique and strong password for each account (between 10 – 20 characters).
- Remember to use Multi-Factor Authentication (MFA) on accounts wherever it is available, especially on accounts that have financial information such as online banking, credit card, and retirement accounts.
- Consider using a password manager if you haven't in the past. [Dashlane](#), [LastPass](#), and [1Password](#) are the most used for personal and family use.
- Get a specialized password manager and digital footprint manager software for your business. You can contact us to know more about [QWERTY Concepts' cybersecurity solutions for businesses](#).

Email

- Review all your email accounts.
- Organize folders of emails that you want to keep, delete emails that you no longer need.
- Be sure that there is no personally identifiable information (PII) stored in your mailbox.
- Review and update your contacts. Delete contacts that are no longer necessary or current.
- Review and update email filters to send spam and unwanted e-marketing messages directly to trash or another folder.
- Enable MFA whenever possible

Stale Applications

- Review your phone and computers applications and the permissions they have on your social media and personal information.
- Remove those applications you no longer use.

Social Media

- Review social media accounts and associated privacy settings.
- Review any photos or videos and delete those that you no longer need or want to make viewable.
- Search yourself online to see what comes up.
- Don't just delete a social media app that you're no longer using, delete your entire profile.
- Be sure you are familiar with the privacy settings in your social media accounts.
- Take in consideration [CISA Social Media Cybersecurity Tips](#)

Closing

- Close out old application, email or system accounts that you no longer use

Accounts	
Clean Desk	<ul style="list-style-type: none"> • Shred old and unnecessary paperwork. • Ensure paper documents that contain personally identifiable information, financial information, or other sensitive information is properly stored and locked up. • Don't write down passwords or security answers on paper and leave them out.
Backups	<ul style="list-style-type: none"> • Review your backup routines. • Review your backup schedule, and what you're backing up. • Test your backups and validate they are being successfully completed. • Make sure you can restore from a backup. • Review your backup location and media. • Your business requires more specialized back up plans. Learn more about backup solutions for businesses here
Update Devices	<ul style="list-style-type: none"> • Out of date software may leave some security issues that hackers can exploit to access and stole your information. Make sure all applications, operating systems, and devices (computers, phones, tablets, smart devices, TVs, etc.) are updated, and are set to update on a regular basis. This applies for personal and business devices.
Disposal	<ul style="list-style-type: none"> • Properly shred or destroy all unnecessary paper documents or files. • Dispose of old electronic equipment (laptops, monitors, phones, tablet, smart devices, etc.) <ul style="list-style-type: none"> ○ NIST 800-88 • Leverage e-recycling programs in your area.

Cleaning can be a very satisfying process.

We hope that you'll find this technology and cyber spring-cleaning checklist a way to speed up the process.

If you have any questions or need any helping cleaning **your business technology and managing its cyber footprint**, get in Touch with us at 732-926-0112 in New Jersey or schedule a [free IT assessment at our website](#).

We at QWERTY Concepts will be happy to assist you.