

Take control of your data

Annual data hygiene checklist

If you're more of the set and forget kind, you might want to take some action on where your data is going, who can access it and what you have posted online.

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

-  Complete an app settings audit by going through your apps and ensuring your app settings are personalised.
-  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 which websites have your payment details saved and consider third-party sites.
-  Delete unused apps. If you haven't used an app in the last 3 months, time to say goodbye.
-  Change [passwords](#) for online accounts and install a password manager with a master password to keep track of them.
-  Do an online connection stocktake. Rethink who has access to your information and consider creating 'close friends' lists on applicable social media platforms.
-  Revise or set up additional security on your devices. For example, 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.

It's time to take data privacy seriously, and it starts with the best practices, awareness and education.

