

# DATA PROTECTION DAY 2023

## YOUR PERSONAL PRIVACY CHECKLIST

With working from home now being the norm, rather than the exception, and with security risks on the rise, we all need to ensure we are taking the correct measures to protect our personal data. The below checklist highlights the top 10 actions that you should consider to keep your data safe:

**Use strong passwords** - If you've heard it once, you've heard it a thousand times but strong passwords and Multi-Factor-Authentication (MFA) are vital to prevent your account being compromised.

**Know your rights** - The GDPR affords you valuable rights. Knowing these rights will enable you to identify if your personal data is being misused and how to stop it.

**Lock your device** - No one wants someone snooping through their stuff. Locking your device before leaving it unattended is extremely important.

**Check your privacy settings** - It's always a good idea to check the privacy settings on your social media accounts and the permission settings on your mobile to make sure you're happy with the level of personal data you're sharing.

**Public Wi-Fi** - Given the unsecured nature of the connection, malicious actors can record what you are doing on the network. Avoid using public networks where you can.

**Clear your cookies regularly** - If you accept non-essential cookies (we're all guilty!) you should regularly clear your browser of them. This means less information about you and your device can be collected by third parties.

**Update your devices** - It's very easy to click 'Ignore' when your device reminds you it's time for an update, however, updating your device and apps regularly is very important to fix security vulnerabilities and bugs.

**Gone Phishing** - Phishing attacks are becoming more common and evermore sophisticated. Inspecting the message and its sender could save you a lot of time and money down the line!

**Think before you share** - You'd be surprised how much someone can find out about you from your social media accounts. Criminals can and will use this to their advantage from tailoring phishing attacks to planning break ins.

**Know where you can find help** - There are a host of organisations that provide helpful guidance on protecting your data such as [www.ncsc.gov.uk](http://www.ncsc.gov.uk).

