

Personal Data Integrity Plan

Plan ahead and make a routine process of auditing & updating your digital dossier / online presence.

<https://guides.libraries.psu.edu/Berks/DigitalShred>

	Account / Product / App	Priority / risk level Reflect on your <i>Damage Assessment & Ideal Portfolio</i> & consider: Who could be viewing or monitoring this account/content? What are your near term & future goals?	Audit Frequency Based on your determined risk level, set a schedule for periodic audits (i.e. bi-annually, monthly, weekly, DELETE, etc.). Set reminders to hold yourself accountable.	Next Step Resources Find the tools & learn the steps to take control of you data!	Notes
Smartphone Consider location services, individual app settings, bluetooth, etc.	Circle one: iPhone Android Other:	High Neutral Low		https://sites.psu.edu/digitalshred/category/toolkits/smartphone/	
Web Browser Reflect on how you store passwords, financial info, etc.	Circle one: Firefox Chrome IE	High Neutral Low		https://sites.psu.edu/digitalshred/category/toolkits/web-browsers/	
Social Think about how you communicate & connect with people, including dating apps.	Facebook	High Neutral Low		https://sites.psu.edu/digitalshred/category/toolkits/social/	
	Instagram	High Neutral Low			
	Twitter	High Neutral Low			
	Snapchat	High Neutral Low			
	Other:	High Neutral Low			
	Other:	High Neutral Low			
	Other:	High Neutral Low			

Productivity & Organization Think about how you take notes, manage your time, set reminders, & get info like the news, podcasts, etc.	Google (Gmail, Drive, etc.)	High	Neutral	Low		https://sites.psu.edu/digitalshred/category/toolkits/productivity-organization/	
	Amazon	High	Neutral	Low			
	Dropbox / Box	High	Neutral	Low			
	Other:	High	Neutral	Low			
	Other:	High	Neutral	Low			
	Other:	High	Neutral	Low			
	Other:	High	Neutral	Low			
Health & Wearables Reflect on apps & tech used to track or assist in managing healthy behaviors - ex. mental health, meditation, exercise, dieting, health insurance, etc.	Fitbit	High	Neutral	Low		https://sites.psu.edu/digitalshred/category/toolkits/health-wearables/	
	Smart Watch	High	Neutral	Low			
	Other:	High	Neutral	Low			
	Other:	High	Neutral	Low			
	Other:	High	Neutral	Low			
Smart Home Think about the ways your home is making life "easier" - consider thermostats, lightbulbs, & anything automated.	Smart Speakers (Amazon Echo, Google Home, Siri, etc.)	High	Neutral	Low		https://sites.psu.edu/digitalshred/category/toolkits/smart-home/	
	Smart TVs	High	Neutral	Low			
	Other:	High	Neutral	Low			
	Other:	High	Neutral	Low			