

# 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>

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

<b>Productivity &amp; Organization</b> 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		<a href="https://sites.psu.edu/digitalshred/category/toolkits/productivity-organization/">https://sites.psu.edu/digitalshred/category/toolkits/productivity-organization/</a>	
	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			
<b>Health &amp; Wearables</b> 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		<a href="https://sites.psu.edu/digitalshred/category/toolkits/health-wearables/">https://sites.psu.edu/digitalshred/category/toolkits/health-wearables/</a>	
	Smart Watch	High	Neutral	Low			
	Other:	High	Neutral	Low			
	Other:	High	Neutral	Low			
	Other:	High	Neutral	Low			
<b>Smart Home</b> 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		<a href="https://sites.psu.edu/digitalshred/category/toolkits/smart-home/">https://sites.psu.edu/digitalshred/category/toolkits/smart-home/</a>	
	Smart TVs	High	Neutral	Low			
	Other:	High	Neutral	Low			
	Other:	High	Neutral	Low			