

## **Teen Cyber Shield**

World Backup Day, as its name suggests, is a day to promote safe handling of your data by ensuring all your backups are in place. Our life in the online world is cluttered with digital media, documents, online chat transcripts and so much more. More often than not as a user we forget about the digital footprint we have left behind leaving behind a ready access point for cyber theft. It is very important to declutter your digital data.

You may ask, what's a backup:

A backup is a copy of all your important files — for example, your family photos, home videos, documents and emails. Instead of storing it all in one place (like your computer or smartphone), you keep a copy of everything somewhere safe.

Here are some activities to consider on World Backup Day

## **Declutter digital data**

- Remove unused applications from your devices
- Clear your cache and browsing history
- Review your photographs and erase unnecessary ones
- Unsubscribe from newsletters that you may not read
- Gracefully exit from WhatsApp groups you are not very active on

## **Ensure important backups**

- Create a list of important documents online e.g. tax documents
- Create process for regular backups of these documents to alternative locations and identify tools if not already for the same
- Review any existing backups and if they can be cleared up to make space for new







