

UW-IT Privacy Checklist

Keep your accounts, data, and devices private by following these tips from the UW-IT Privacy Office.

Devices

- Set privacy controls and permissions
- Turn off location services
- Disable Wi-Fi and Bluetooth when not in use
- Turn off personalized ads
- Install and update data protection software
- Enable firewall and antivirus/spyware software
- Keep security programs up to date
- Encrypt your hard drive and sensitive files
- Protect mobile device data with auto-lock, Touch ID, and remote wiping

Apps

- Review and set up apps' privacy practices
- Limit what data apps can access
- Turn off geolocation unless needed
- Require apps to ask permission to track
- Download apps only from official app stores
- Delete apps you no longer use to minimize data collection

Internet Browsing

- Review website privacy notices to understand how your data is collected and used
- Block and delete cookies

- Use private browsers like Chrome Incognito, Firefox, or DuckDuckGo
- Opt out of ad tracking by using tools like the Digital Advertising Alliance
- Keep browsers and systems updated
- Only use secure website connections ("https") when sharing personal info
- Only shop on trusted websites
- Log off and sign out when you're done browsing

Email Security

- Set up anti-email tracking in your device settings or by downloading an add-on
- Beware of phishing emails - always verify the sender's email address carefully, even if it's someone you know
- Don't click on suspicious or unknown emails
- Use multiple email accounts for different purposes
- Delete old emails when they're no longer needed

Social Media

- Think before posting - could an image, comment, or post reveal your location or be misused?
- Adjust privacy and account settings
- Set and adjust social media app permissions regularly
- If hacked, report it and alert your contacts

Miscellaneous

- Create strong, unique passwords for each account
- Use a password manager like LastPass
- Enable multifactor authentication whenever available
- Backup and securely dispose of digital files, devices, and paper records

- Review old accounts (financial, health, sensitive) and close those no longer in use

Bookmark this checklist and review it once a month to stay secure!