

# Personal Information Security Checklist

## Encryption

- Encrypt computer hard drives (BitLocker, Filevault, etc.)
- Encrypt computer volumes with VeraCrypt
- Encrypt your smartphone and other mobile devices
- Encrypt your data in the cloud
- Encrypt files in email
- Encrypt text and instant messages
- Encrypt USB drives

## Backup

- Backup files within your enterprise
- Backup your personal files

## Password Manager

- Select and use a password manager
- Create and use strong passwords
- Sync your passwords across all devices

## Two-Factor Authentication

- Use two-factor authentication wherever possible

## Advanced Web Security

- Secure your web browsers
- Select security and privacy browser plugins
- Check your browser's security
- Use a private search engine
- Browse in privacy mode
- Use disposable email addresses
- Use secure web mail

## Secure File Sharing

- Use secure file collaboration services
- Use secure file portals for business
- Use encryption prior to sharing files

## Personal VPN

- Select and use a personal VPN

## Mobile Device Security

- Use cables and locks to protect your mobile devices
- Use tracking devices to help recover your device if it's lost or stolen
- Carry your device discretely
- Use a privacy filter
- Store your mobile device in a safe or locked cabinet when necessary
- Implement data protection on your mobile devices including:
  - Regular data backups
  - Device encryption
  - Strong passwords/PINs
  - Only using secure Wi-Fi or VPN
  - Firewalls on laptops
- Follow mobile device recovery practices including:
  - Recording model number, serial number, and purchase information
  - Register it with the manufacturer
  - Use a contact information sticker
  - Put a tamper-resistant asset tag on your mobile device
  - Consider buying and installing recovery software
  - Register your device with property registries such as Immobilize.net

## Stay Productive and Secure Without a Laptop

- Use portable apps when possible
- Use portable operating systems when possible

## Secure Your Smartphone

- Harden your smartphone with the FCC's Smartphone Security Checker
- Add a reward notification and contact information to your lock screen
- Track, remote wipe, and report your smartphone to authorities if lost or stolen
- Use a cheap, prepaid smartphone when possible

## Keep Your Data Secure When Traveling

- Backup your data prior to traveling
- Backup your data regularly when traveling
- Change any passwords you used while traveling when you return home

This checklist is based on the ebook "[Personal Information Security for Everyone](#)" by Marc Menninger.