

PRINTABLE CHECKLIST

Online Privacy Checklist

28 simple steps to protect your accounts, phone and Wi-Fi in one evening. Tick them off as you go.

- No tech skills needed
- Most important steps first
- Print it or fill it on screen

Do the first section today — it stops most account takeovers. The rest you can do one section per evening. Tick each box when done.

Accounts — do these first

The biggest protection for the least effort.

- ☐ Turn on two-factor authentication (2FA) for email, banking, social media and your Apple / Google account. Prefer an authenticator app over SMS.
- ☐ Install a password manager and give every account its own long password.
- ☐ Check if your email was in a data breach (search "have I been pwned") and change those passwords first.
- ☐ Remove old phones, laptops and sessions from your Google, Apple, Meta and Microsoft account settings.
- ☐ Save your 2FA recovery codes somewhere offline (printed or in your password manager).
- ☐ Use a separate email address for shopping and sign-ups.

Phone

- ☐ Update your phone and all apps. Turn on automatic updates.
- ☐ Review app permissions: location, microphone, camera, contacts, photos. Set "while using" or "never".
- ☐ Use a 6-digit (or longer) PIN plus Face ID / fingerprint. Turn on Find My / Find My Device.
- ☐ Delete apps you have not opened in 3 months.
- ☐ Turn off ad personalisation and limit ad tracking in phone settings.
- ☐ Hide notification previews on the lock screen.

Wi-Fi & browsing

- ☐ Change your home router admin password and use WPA3 or WPA2 security.
- ☐ On public Wi-Fi (cafés, hotels, airports) use a trusted VPN so the network owner cannot see what you do.
- ☐ Use a browser with tracker blocking and turn on "HTTPS-only" mode.
- ☐ Clear old browser extensions you do not recognise.
- ☐ Log out of accounts on shared or work computers.
- ☐ Check that your VPN passes a DNS leak test and a WebRTC leak test.

Scams & social media

- ☐ Never share one-time codes, passwords or seed phrases — no real company will ask for them.
- ☐ Long-press links to see the real address before tapping.
- ☐ If a message is urgent and asks for money, call the person or company on a number you already know.
- ☐ Set social media profiles to private, and hide your phone number and email.
- ☐ Remove your exact birthday and home town from public profiles.
- ☐ Turn on login alerts for your important accounts.

Once a year

- ☐ Review which apps and websites can log in with your Google / Apple / Facebook account and remove old ones.
- ☐ Download a copy of your important data (photos, documents) to a second place.
- ☐ Review your credit card statements for small unknown charges.
- ☐ Re-run this checklist with your family members.