

Data Safety and Security Self-Assessment

The goal of this self-assessment is to give you a sense of how your current data safety and security practices compare to recommended best practices. Choosing the answer that reflects your current practices (rather than what is obviously the “right” answer) will help you to identify possible areas of improvement.

Data Safety: Backing up

How often do you back up your data?

- I don't take back-ups
- About once a month
- About once a week
- About once a day
- More often

My back-ups are

- Manual (I have to do something for them to occur)
- Automatic

How many back-ups of your files do you have?

- None
- One
- Two or more

One of my back-ups is in a different location from my files and other back-ups (e.g., “in the cloud” or on a network drive)

- True
- False

I am able to revert to older versions of my files (“incremental back-ups”)

- True
- False

I test my back-ups at regular intervals

- True
- False

Data Security

I use complex passwords (at least 12 characters, ideally random)

- True
- False

I use different passwords for all sites

- Yes
- Only for important ones
- I re-use the same small number of passwords

I use a password manager

- Yes
- No

I use Two-factor authentication where possible

- No
- Yes, via text message
- Yes via authenticator app
- Yes, via USB key (FIDO key)

All my important software is up-to-date and auto-updates are enabled

- True
- False

I have hard disk encryption turned on for my operating system on my laptop

- True
- False