

My CyberCleanUp - *In companies*

Are you organising a CyberCleanUp in your company? Here's a practical checklist:

<p>Why is my company organising a Cyber CleanUp?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To strengthen its CSR approach <input type="checkbox"/> To raise employee awareness <input type="checkbox"/> To improve its processes and gain in efficiency <input type="checkbox"/> To reduce storage costs and extend the life of IT equipment
<p>What exactly do we clean?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The scope of the Cyber Clean Up should be defined according to its relevance to the business, ability to do etc: <ul style="list-style-type: none"> <input type="checkbox"/> Company servers <input type="checkbox"/> Cloud services <input type="checkbox"/> Email boxes <input type="checkbox"/> Business phones <input type="checkbox"/> Business social networks
<p>Who should be involved?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Notify the IT Manager of the framework in which the process is taking place <input type="checkbox"/> Notify the Data Protection Officer <input type="checkbox"/> Mobilise the managers <input type="checkbox"/> Adress all employees concerned by the chosen scope <input type="checkbox"/> Ask support from the communication department <input type="checkbox"/> Inform partners and clients of the initiative <input type="checkbox"/> In case of questions, contact the Cyber World CleanUp Day team at contact@cyberworldcleanupday.fr
<p>Where can it be organised?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Within the company <ul style="list-style-type: none"> <input type="checkbox"/> Each at their own workstation <input type="checkbox"/> Together in a meeting room, in compliance with the sanitary instructions in force. (Think about the logistics and the necessary plugs if applicable) <input type="checkbox"/> Remotely by teleworking
<p>When are the actions to be taken?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Before March 14th <ul style="list-style-type: none"> <input type="checkbox"/> Register my company's Cyber CleanUp on www.cyberworldcleanupday.fr

	<ul style="list-style-type: none"> <input type="checkbox"/> Organise a scoping meeting for the event with the IT department, the communication department and managers if applicable <input type="checkbox"/> Define the scope of the CleanUp <input type="checkbox"/> Communicate internally <input type="checkbox"/> Mobilise partners <input type="checkbox"/> During the week of 14-20 March 2022 <ul style="list-style-type: none"> <input type="checkbox"/> Measure the volume of data before the operation according to the defined strategy <input type="checkbox"/> The company mobilizes and deletes its data in the chosen perimeter on defined time slots or at the free choice of each <input type="checkbox"/> After the 20th of March <ul style="list-style-type: none"> <input type="checkbox"/> Measure the impact and communicate it to the Cyber World CleanUp Day project team
<p>How much data is cleaned?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Measure its data before and after the operation to know the volume cleaned.
<p>How can this be done in practice?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Use the resources available at www.cyberworldcleanupday.fr <ul style="list-style-type: none"> <input type="checkbox"/> The guides for cleaning up according to the chosen perimeter (for inspiration or to be made available to participants where appropriate) and measuring data before and after the CleanUp. <input type="checkbox"/> The standard powerpoint presentation for the kick-off meeting <input type="checkbox"/> Awareness raising resources <input type="checkbox"/> The official logo to put on my various internal or external communication materials about the event. <input type="checkbox"/> To note its measures on the dedicated Excel sheet <input type="checkbox"/> Go further by producing a charter of good practice for the future and reviewing processes.

Thanks to the contributors

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Do you have a question or an idea to improve this guide? Do not hesitate to contact us at the following address: contact@cyberworldcleanupday.fr

And follow us on social networks



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