

# My CyberCleanUp - *In the community*

Are you organising a CyberCleanUp in your town, city or region? Here's a practical checklist:

|   |  |
|---|--|
| <p><b>Why</b> is my community organising a Cyber CleanUp?</p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> To strengthen its <b>CSR approach</b></li> <li><input type="checkbox"/> To <b>raise awareness</b> among its staff and partners' employees</li> <li>To <b>raise awareness</b> among the actors in its territory (companies, associations, citizens)</li> <li><input type="checkbox"/> To improve its processes and gain in efficiency</li> <li><input type="checkbox"/> To <b>reduce storage costs</b> and extend the life of IT equipment</li> </ul>   |
| <p><b>What</b> exactly do we clean?</p>                       | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>The scope</b> of the Cyber Clean Up should be defined according to its relevance for the community, ability to do etc:             <ul style="list-style-type: none"> <li><input type="checkbox"/> City/Town/Region <b>servers</b></li> <li><input type="checkbox"/> <b>Cloud</b> services</li> <li><input type="checkbox"/> <b>Email</b> boxes</li> <li><input type="checkbox"/> Business <b>phones</b></li> <li><input type="checkbox"/> Professional <b>social networks</b></li> </ul> </li> </ul>   |
| <p><b>Who</b> should be involved?</p>                         | <ul style="list-style-type: none"> <li><input type="checkbox"/> Notify the <b>IT Manager</b></li> <li><input type="checkbox"/> Notify the <b>Data Protection Officer</b></li> <li><input type="checkbox"/> Involve the <b>Archives department</b></li> <li><input type="checkbox"/> Involve the <b>Economic Development department</b> to solicit external partners</li> <li><input type="checkbox"/> Mobilise the <b>managers</b></li> <li><input type="checkbox"/> Adress all <b>employees</b> concerned by the chosen scope if the project is internal (possibility also of carrying out the project externally with its community)</li> <li><input type="checkbox"/> Ask support from the <b>communication department</b></li> <li><input type="checkbox"/> Inform <b>partners</b> of the initiative (business clubs, schools, associations, etc.)</li> <li><input type="checkbox"/> In case of questions, contact the Cyber World CleanUp Day team at <a href="mailto:contact@cyberworldcleanupday.fr">contact@cyberworldcleanupday.fr</a></li> </ul> |
| <p><b>Where</b> can it be organised?</p>                      | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>On-site</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Each at their own workstation</li> <li><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)</li> </ul> </li> </ul>   |

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

## Thanks to the contributors

Jérôme - Christelle - Kevin GUERIN – Jules Delcon



Attribution  
NonCommercial  
ShareAlike

## License to use

### [CC-by-nc-sa \(Attribution-NonCommercial-ShareAlike\)](#)



The CC BY-NC-SA 4.0 licence allows any exploitation of the work (sharing, copying, reproducing, distributing, communicating, reusing, adapting) by any means, in any format. All uses of the work or derived works, except for commercial purposes, are possible.

Under the following terms:

- **Attribution** — You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use.
- **NonCommercial** — You may not use the material for commercial purposes.
- **ShareAlike** — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original.

This licence therefore prohibits new derivations of the derivative work to be exploited for commercial purposes.

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](mailto:contact@cyberworldcleanupday.fr)

And follow us on social networks



WCUD – France : 75 Rue Léon Gambetta 59000 Lille – [www.worldcleanupday.fr](http://www.worldcleanupday.fr)  
INR : 23 avenue Albert Einstein | BP 33060 - 17031 La Rochelle – [www.institutnr.org](http://www.institutnr.org)



Attribution  
NonCommercial  
ShareAlike