Summary sheet
Clean up your data
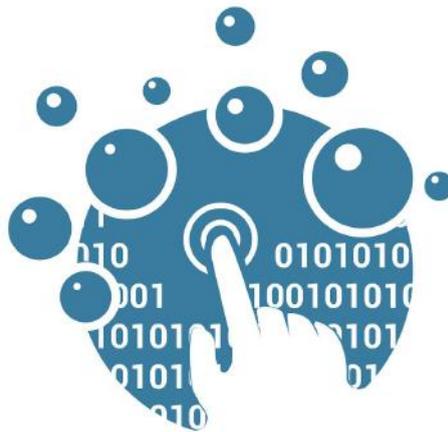
1. Understanding

Understanding the impact of the data to be deleted

Depending on the cleaning perimeter chosen (email, computer, server, cloud, phone, tablet, social networks), it is important to understand why this data has an environmental impact. We will therefore be interested in :

- The volume of data generated on a daily basis

- The mode of operation or generation of this data

- The impact of the different stages

Many resources are available at https://cyberworldcleanupday.fr/organiser/vos-outils/ to help you do this.

Measuring its impact

Before starting the Clean Up it is important to make sure that you know how to measure the effort, either by **measuring the data stored beforehand**, or by **creating a temporary folder** for the data to be deleted (or simply by using the trash can of your mailbox or computer, which you will only empty after noting how many files are inside, and their weight).

2. Taking action

Cleaning up your data

#1 Sorting

Before deleting your data, you should review it to select the data to be deleted. To make this step easier, you can sort them by :

- Date: to delete the oldest
- Size: to identify which data takes up the most space
- Type: to select certain types of similar data (same subject, same format, redundant etc)

#2 Deleting

Once filtered, select the data to be deleted, and simply click on delete. Depending on the case, you either delete immediately (if measurement is done before/after the cleanup) or you drag the data to be deleted to a temporary directory or to the trash can that will be emptied afterwards.

#3 Analyzing

Carrying out this data deletion by hand allows to become aware of unnecessary data and thus to make good resolutions for the future (unsubscribing from newsletters, new practices for sending or archiving etc).

#4 Measuring its impact

Once the operation is completed, its impact is measured, either by checking the overall storage again to make the difference, or by going through the recycle garbage can or temporary folder to note the number, type and size of files to be deleted. Once this is done, the folder is obviously deleted permanently.

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**

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