

INFORMATION SHARING REPORT April 18, 2022

IT TIDBITS:



In the spirit of spring, let's tidy up our virtual space, because spring cleaning doesn't have to be a dreaded list of chores!

Delete with a vengeance. Be brutal. Be the digital minimalist Marie Kondo would envy. Uninstall apps you don't use, both on

your phones and your computers. Delete files you no longer need. Wipe and securely dispose of electronic media and hard copies. Do you really need to keep those laserdiscs and floppies? Everything we retain has a chance of being lost or stolen. Every item carries a liability and weighs us down. Just remember to follow the City's disposal policies!

Reduce your attack surface. Removing unused software makes a dent. It also makes it easier for you to keep everything up to date (and you need to keep everything up to date). Now, let's shift our focus to your accounts. Haven't used a website in a year? Don't just leave your account idle and your login credentials unnecessarily exposed. Close your account. Need help finding targets? Check your spam folder for all those privacy policy updates and Christmas in July promotions. Attackers can't compromise accounts that don't exist.

Review your records. Take a good look at your bank statements. Just pull out your phone and scroll. Hunt down the source of anything suspicious, and then do yourself the favor of identifying recurring services you can cancel to save some money too. For IT geeks, when's the last time you've read through your systems' logs? The concept is the same. Give ledgers and logs some love, and tidy-up things you find.

Turn on MFA! Look, we're going to set the cleaning metaphor aside for a second because this is important. Multi-factor Authentication (MFA) is the annoyingly beneficial feature that prompts you for a single-use code when you login. App-based is best, but text-based is better than nothing. Enable it everywhere you can. Demand it everywhere you can't. Your password will be stolen or guessed; that's a given. When that happens, MFA might be the thing that saves you.

Retire old passwords. It's time. Any password you use for more than one service needs to go. Ditto for any password shorter than eight characters. Use a unique password for every site. And use long passwords. If you need to remember it, use a phrase instead of a word. Better yet, use a password manager and let it invent and remember strong passwords for you.

Google yourself and censor your social media. Do a search to see what others find when they look you up. Click into the privacy section of your accounts on Facebook, Twitter, Instagram, Snapchat, and other social media. Turn off anything that feels creepy. Want to achieve real enlightenment? Try the “download my data” feature to see just what tech companies know about you.

E-liminate your e-waste. Everything eventually falls apart. Or it grows obsolete. Stop procrastinating. Contact IT to coordinate a pickup of unused electronics cluttering up your workspace. For personal e-waste, Punta Gorda and Charlotte County residents should utilize the following:

Charlotte County Electronic Recycling

Electronics (E-Waste)

Unwanted electronics, e-waste, can be picked up on your regularly scheduled service day by request only.



To schedule an E-Waste pickup with [pickup request form](#) or call Waste Management at 941.629.1106 or 941.697.0012 (Englewood area) 2 days prior to your scheduled pickup day.

Charlotte County Pickup request form: <https://adwhc.service-now.com/ccw>

Punta Gorda Electronic Recycling

Please contact the City of Punta Gorda Sanitation Division at either (941) 575-5050 or pubworks@cityofpuntagordafl.com to schedule collection of electronic items, tires, waste oil and batteries.

DO NOT place these materials in your recycling containers. Please place them curbside - 5 feet away from your recycling carts.

Electronic Device Recycling Services: Residents will be allowed to place discarded electronics curbside for collection and proper disposal. These include, but are not limited to: computers, monitors, printers, TVs, VCRs, DVD players. They will be collected on the same day as recycling collection, but through a separate non-compaction box truck for recycling.

Finally, be ruthless. Getting your analog and digital lives in order does more than improve your state of mind. It pushes back against the creeping fallout from our hectic daily routines. It eliminates dangers we might otherwise miss, dangers that can lead to compromise. Breaches are seldom the result of a single vulnerability. They arise from cascading failures. They represent a fallen house of cards. Get your house in order. Refuse to abide a mess. Protect yourself and your organization so you can rest easy!