

3 Personal Data Summary

Date updated _____

- This form will help you identify and record some basic information about your data.
- Adapt it to your own needs
- Confidential!! Keep in a secure place.
- If kept electronically, password protect it!

My most important information:

The data (information) that I cannot afford to lose access to is:

Description	Type	Location	Comments	Backup location & date
<i>Example: Family photos. Desktop hard drive.</i>				<i>3/1/2017 external HD</i>

The data (information) that I cannot afford to be exposed or compromised is:

Description	Type	Location	Comments	Backup location & date
<i>Example: Secret documents. Outlook cloud.</i>				<i>3/1/2017 external HD</i>

Email: My primary email accounts: (Also indicate if you use these email accounts to store other data).

Email address 1 Stores contacts? Stores Calendar? Stores Documents?

Email address 2 Stores contacts? Stores Calendar? Stores Documents?

Email address 3 Stores contacts? Stores Calendar? Stores Documents?

Contacts: Important contacts (address book) are stored these places:

- Email account 1 Email account 2 Email account 3 _____
 LinkedIn Facebook Device[s] Paper address book

Last backup of contacts: _____
Date/location

Calendar: Important calendar items are stored these places:

- Email account 1 Email account 2 Email account 3
 Device[s] Paper address book _____

Documents: My important documents are stored these places:

- Email account 1 Email account 2 Email account 3
 Device[s] External storage

Last backup of Documents: _____
Date/location

Passwords: My passwords are stored these places:

- In my brain Written down and stored in this location _____
 Password manager Other _____

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