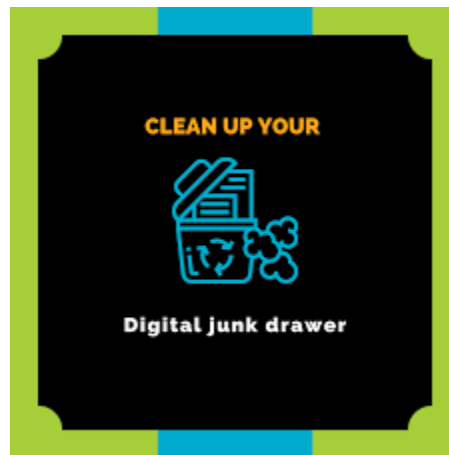# West Virginia State Privacy Office

Privacy Tips

January: The "Digital Junk Drawer" Audit

Every time you sign up for a service, you leave a "digital footprint" behind. Over years of public service, these old accounts, containing your home address, credit card info, and government email, become a liability. If an old site you used in 2018 gets hacked today, that data is used to build a profile for "spear-phishing" attacks against you and your agency.

Privacy isn't just about what you post; it's about what you *delete*.

Your Action:
- Dedicate 15 minutes to searching your personal email for the word "Welcome."
- You will likely find dozens of accounts for old travel sites, retail stores, or apps you no longer use.
- Delete the accounts entirely rather than just uninstalling the apps.
- This reduces the amount of your personal data sitting on vulnerable servers across the internet.

Note: *Your agency/bureau/department/division may have specific requirements – always check your policies and procedures. If you have questions, contact your Privacy Officer.*