

3. Personal Data Summary

Today's date _____

- 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 email accounts are... Indicate if you use these email accounts to store other data.

Contacts? Yes No | Calendar? Yes No | Documents Yes No

Email account 1

Contacts? Yes No | Calendar? Yes No | Documents Yes No

Email account 2

Contacts? Yes No | Calendar? Yes No | Documents Yes No

Email account 3

Contacts: My contacts (address book) are stored in...

- Email account 1
 Email account 2
 Email account 3

 LinkedIn
 Facebook
 Device[s]
 Paper address book

Last backup of contacts: _____
Date/location

Calendar: My calendar is stored in...

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

Documents: My important documents are stored in...

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

Last backup of Documents: _____
Date/location

Passwords: I store my passwords ...

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

