





# My Digital Cleanup




## *In companies*

Are you organizing a Digital Cleanup in your company?

Here's a memory aid:

<p><b>Why</b> does my company organise a digital cleanup</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To <b>strengthen the CSR-approach</b></li> <li><input type="checkbox"/> To raise employee <b>awareness</b></li> <li><input type="checkbox"/> To improve processes and become more efficient</li> <li><input type="checkbox"/> To reduce the <b>cost</b> of storing digital data and <b>extend</b> the life of IT equipment</li> </ul>
<p><b>Digital CleanUp Data</b></p>  <p><b>What</b> exactly are we going to clean up?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> First, define the <b>perimeter</b> of the Digital CleanUp based on its relevance to your business, feasibility, etc. Then you can choose to cleanup the data on:             <ul style="list-style-type: none"> <li>○ Company <b>servers</b></li> <li>○ <b>Cloud services</b></li> <li>○ <b>Mailboxes</b></li> <li>○ Professional <b>telephones</b></li> <li>○ Company fixed and portable <b>computers</b></li> <li>○ Professional <b>social networks</b></li> </ul> </li> </ul>
<p><b>Digital CleanUp Reusage</b></p>  <p><b>What</b> exactly do we do?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> First, the <b>perimeter</b> of the Digital CleanUp should be defined based on its relevance to your business, feasibility, etc. Then you can choose to act in one or more ways:             <ul style="list-style-type: none"> <li>○ <b>Organize an awareness workshop</b> (1 to 2 hours, on-site or remote) to understand why and how to regain control of one's smartphone</li> <li>○ <b>Protect</b> your company's equipment, as well as your smartphones and private computers that still work,</li> <li>○ <b>Reuse</b> the equipment that still works within the company yourself,</li> <li>○ <b>Repair</b> partially broken or malfunctioning equipment yourself, via a repair café or an authorized repairer,</li> <li>○ <b>Donate</b> your equipment that still works to an association that needs it or to acquaintances.</li> </ul> </li> </ul>
<p><b>Digital CleanUp Recycling</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> First, define the <b>perimeter</b> of the Digital CleanUp based on its relevance to your business, feasibility, etc. Then you can collect all types of digital equipment:</li> </ul>



 <p><b>What</b> exactly do we collect?</p>	<ul style="list-style-type: none"> <li>○ Fixed and portable <b>computers</b></li> <li>○ Professional <b>tablets</b></li> <li>○ Professional <b>telephones</b></li> <li>○ Personal equipment of your employees</li> </ul>
<p><b>Who</b> should we call on?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notify the <b>IT manager</b></li> <li><input type="checkbox"/> Alert the <b>Data Protection Officer</b></li> <li><input type="checkbox"/> Mobilize <b>management</b></li> <li><input type="checkbox"/> Address all <b>employees</b> affected by the selected perimeter</li> <li><input type="checkbox"/> Enlist the help of the <b>Communications Department</b></li> <li><input type="checkbox"/> Inform the <b>partners and customers</b> of your approach</li> </ul>
<p><b>Digital CleanUp Data/Reuse</b></p>  <p><b>Where</b> can we organize this?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>In physical presence</b> <ul style="list-style-type: none"> <li>○ Everyone at their posts</li> <li>○ Together in a meeting room, complying with applicable health regulations (In this case, think about logistics and necessary outlets)</li> <li>○ At an external partner, a repair expert, a teacher around digital responsibility ... This depends on the chosen perimeter of the Digital CleanUp</li> </ul> </li> <li><input type="checkbox"/> <b>Remotely</b> via videoconference, depending on the Digital CleanUp's chosen perimeter</li> </ul>
<p><b>Digital CleanUp Recycling</b></p>  <p><b>Where</b> can we organise this</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Within the company</b> <ul style="list-style-type: none"> <li>○ In a strategic location where many people pass by to make the collection point visible <ul style="list-style-type: none"> <li>▪ At the reception area of the building</li> <li>▪ In the cafeteria</li> <li>▪ In a break room/coffee corner</li> </ul> </li> <li>○ In a designated room where you can be present and sensitize employees when they come to drop off their materials</li> </ul> </li> </ul>
<p><b>When</b> should the actions be taken?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Before March 13</b> <ul style="list-style-type: none"> <li>○ Organize a <b>framing meeting</b> for the event, possibly with the IT board, the Communications Department and executives</li> <li>○ <b>Define the perimeter</b> of the Digital CleanUp</li> <li>○ <b>Communicate</b> internally</li> <li>○ <b>Mobilize</b> the partners</li> <li>○ Prior to the operation, <b>measure</b> the volume of data and equipment according to the defined strategy</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li><input type="checkbox"/> During the <b>week of March 13 to 18, 2023</b> <ul style="list-style-type: none"> <li>○ The company takes action and <b>deletes data</b> within the chosen perimeter, at fixed times or at the discretion of each person</li> <li>○ The company implements <b>actions to reuse equipment</b> within the chosen perimeter</li> <li>○ <b>The company collects</b> equipment according to established rules</li> </ul> </li> <li><input type="checkbox"/> <b>After March 18</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Measure</b> and <b>communicate</b> the impact to the Digital CleanUp Day project team, using the form and measurement document made available on the members' area of the website</li> </ul> </li> </ul>
<p>Specifically, <b>how</b> do you proceed?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use the <b>resources</b> available <ul style="list-style-type: none"> <li>○ The <b>manuals</b> (as inspiration or to make available to the participants) to carry out the cleaning according to the chosen perimeter and to measure the data before and after the Digital CleanUp.</li> <li>○ The <b>manuals</b> to give your digital equipment a second life and a decision tree to help you assess the type of equipment collected</li> <li>○ The <b>sensitizing agents</b></li> <li>○ The official <b>logo</b> to be displayed on the various internal or external communication media related to the event.</li> </ul> </li> <li><input type="checkbox"/> <b>Record your measurements</b> on the form provided</li> <li><input type="checkbox"/> <b>Go even further</b> by drawing up a charter of good practices for the future and reviewing processes.</li> </ul>



## Thanks to all those who contributed to this document

Jérôme - Christelle - Kevin - Julien – Juliette - Xander

## User License

Sources : [INR](#) → <https://digital-cleanup-day.fr/> and <https://cyberworldcleanupday.fr/>

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World CleanUp Day : <https://www.worldcleanupday.org/>

Digital World CleanUp Day (international website) : <https://www.digitalcleanupday.org/>

ISIT-BE: Belgique: 7 Rue Joseph Stevens | 1000 Bruxelles - <https://isit-be.org/>