





My Digital Cleanup




In a governmental agency

Are you organizing a Digital Cleanup in your company?

Here's a memory aid:

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



<p>Digital CleanUp Recycling</p>  <p>What exactly do we collect?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> First, define the perimeter of the Digital CleanUp based on its relevance to your governmental agency, feasibility, etc. Then you can collect all types of digital equipment: <ul style="list-style-type: none"> ○ Fixed and portable computers of the agency or actors in the area of operation participating in the operation ○ Professional tablets ○ Professional telephones
<p>Who should we call on?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Notify the IT manager <input type="checkbox"/> Alert the Data Protection Officer <input type="checkbox"/> Involving the Archives Department <input type="checkbox"/> Involve the Economic Development Department to engage external partners <input type="checkbox"/> Inform the Services Directorate with a view to mobilizing the managers <input type="checkbox"/> Address all employees affected by the chosen perimeter if it is an internal project (It is also possible to carry out the project externally at your agency) <input type="checkbox"/> Enlist the help of the Communications department <input type="checkbox"/> Inform the partners about your approach (clubs of enterprises, digital clusters, the association life, etc.).
<p>Digital CleanUp Data/Reuse</p>  <p>Where can we organize this?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> In physical presence <ul style="list-style-type: none"> ○ Everyone at their posts ○ Together in a meeting room, complying with applicable health regulations (In this case, think about logistics and necessary outlets) ○ At an external partner, a repair expert, a teacher around digital responsibility ... This depends on the chosen perimeter of the Digital CleanUp <input type="checkbox"/> Remotely via videoconference, depending on the Digital CleanUp's chosen perimeter
<p>Digital CleanUp Recycling</p>  <p>Where can we organise this</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Within the governmental agency <ul style="list-style-type: none"> ○ In a strategic location where many people pass by to make the collection point visible <ul style="list-style-type: none"> ▪ At the reception area of the building ▪ In the cafeteria ▪ In a break room/coffee corner ○ In a designated room where you can be present and sensitize employees when they come to drop off their materials
<p>When should the actions be taken?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Before March 13



	<ul style="list-style-type: none"> ○ Organize a framing meeting for the event, possibly with the IT board, the Communications Department and executives ○ Define the perimeter of the Digital CleanUp ○ Communicate internally ○ Mobilize the partners ○ Prior to the operation, measure the volume of data and equipment according to the defined strategy <p><input type="checkbox"/> During the week of March 13 to 18, 2023</p> <ul style="list-style-type: none"> ○ The company takes action and deletes data within the chosen perimeter, at fixed times or at the discretion of each person ○ The company implements actions to reuse equipment within the chosen perimeter ○ The company collects equipment according to established rules <p><input type="checkbox"/> After March 18</p> <ul style="list-style-type: none"> <input type="checkbox"/> Measure and communicate the impact to the Digital CleanUp Day project team, using the form and measurement document made available on the members' area of the website
<p>Specifically, how do you proceed?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Use the resources available <ul style="list-style-type: none"> ○ The manuals (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. ○ The manuals to give your digital equipment a second life and a decision tree to help you assess the type of equipment collected ○ The sensitizing agents ○ The official logo to be displayed on the various internal or external communication media related to the event. <input type="checkbox"/> Record your measurements on the form provided <input type="checkbox"/> Go even further by drawing up a charter of good practices for the future and reviewing processes.



Thanks to all those who contributed to this document

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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/>