

# Digital Security: 5 Things to Do Right Now

Security is not one-size-fits-all! The steps below are starting points you can tailor to your individual or organizational context, adapting for things like staff skills, available resources, risk level, and known adversaries.

## 1. Use a Password Manager

A password manager (like [1Password](#) or [Bitwarden](#)) safely stores all your passwords and creates strong, unique ones for every account. You only need to remember one master password. This makes it easier to stop password reuse, one of the biggest causes of data breaches.

## 2. Turn On Two-Factor Authentication (2FA)

Add a second layer of protection (a code or app confirmation) when logging in to key accounts like Google, Microsoft, or Apple. Even if someone steals your password, they can't access your account without that second code. Use an app like [Authy](#) or Google Authenticator and avoid SMS text codes if possible (they're less secure).

## 3. Review What You Store and Share

Data that isn't collected can't be breached or accessed by third parties. Take time to review shared folders, forms, and databases. Delete old files or data you no longer need. Remove sharing permissions for people who no longer require access. Store sensitive materials in encrypted platforms like [Tresorit](#), rather than general cloud drives.

## 4. Use Private Communications When Needed

For sensitive conversations, use [Signal](#), which provides end-to-end encryption and minimal metadata. Turn on "disappearing messages" to minimize chat history (people who access your phone can still read your chats). Avoid discussing sensitive issues or sharing confidential data on unencrypted platforms like email or public Slack channels.

## 5. Keep Devices and Software Updated

Software updates patch known security vulnerabilities. Enable automatic updates for your phone, web browser (Google Chrome updates frequently), and other major apps to stay protected.

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Revision #1

Created 30 October 2025 21:08:50 by Josh

Updated 30 October 2025 21:10:16 by Josh