

# 10 THINGS TO KNOW ABOUT DIGITAL FOOTPRINTS

**1** When you search and interact online, a **trail of info** is left behind.

**2** Elements of your digital footprints can be **searched or shared**.

**3** Digital footprints can be **helpful or harmful** to your reputation both now and in the future.

**4** Once online, things can exist **forever** (even if deleted).

**5** Always **think** before you post online.

**6** Personal information or opinions sent to one person can be **shared** with a larger audience.

**7** **Googling yourself** can be a worthwhile exercise.

**8** Old or inactive accounts should be **disabled or deleted**.

**9** Keep personal details private and control the **privacy settings** on your accounts.

**10** Be mindful of the digital footprints of **others** (e.g. Ask before tagging photos).