

Routine digital safety review plan

Plan proportionate checks for your own devices or an authorised practice environment. Record actions without passwords or account secrets.

Plan your review

Device type and purpose

Responsible person and review date

Update approach and support status

Important account protection checks

Backup and recovery practice

Approved help and escalation route

Record and follow up

Check completed and observed result

Issue or uncertainty

Action and responsible person

Due date and follow-up

Completion evidence reference

Next routine review

Original RDE practice aid. Personal and internal organisational adaptation permitted with Jefferson Otonbara Imgbi author credit retained. Keep restricted information in authorised systems. Use fictional examples. Do not enter passwords, recovery codes or restricted information in this document.