

# Managing Digital Assets for End of Life

Your digital assets are important and can be valuable. They include anything about you, or what belongs to you, that's stored on a phone, computer or online. That includes your passwords, your personal Facebook and other social media posts, your emails, bank account details, photos, videos, music and more. You can take simple steps to keep them secure and help ensure they are handled properly after you're gone.



## 1. Make a Digital Assets Plan

- Make a record of all your digital assets.
- Describe each asset and where it is located. That might be a website, or a place on your computer or phone.
- Record all the information needed to access each digital asset.
- Be prepared to revisit the list as you remember more assets.
- Keep the record up to date. If you change a password, update your record.
- Think about what you'd like to happen to those records after you're gone.

## 2. Keep your Digital Assets secure

- You should take basic steps to protect your digital assets from accidental loss or from being stolen.
- Store your digital assets list in a secure location.
- Use good passwords and keep them secret.
- Never open an attachment in an email unless you are absolutely certain it is safe. That means you are expecting an attachment to an email from the person who sent it.
- Never enter the password for any site or account when connected to free public Wi-Fi.

## 3. Make arrangements for when you're gone

- Think about how you want your digital assets to be disposed of when you're gone.
- You may direct that your Facebook page and similar be kept, or deleted. In some cases, you can appoint someone directly through the site to manage that for you.
- Things with financial value will need to be handled according to the terms of your Will.
- For that reason, it's important to make sure the executor of your Will has access to your digital asset plan, and that the plan is complete and up to date.
- If you haven't already made a Will, one way to start is at the website of the NSW Trustee & Guardian ([www.tag.nsw.gov.au](http://www.tag.nsw.gov.au)) and click on **Wills**.