CYBER SPRING CLEANING!

☑ I tidy up my closets

☑ I beat and air my rugs

☑ I wash the curtains

☑ I clean the windows

☑ **But most importantly, on 17 March 2023 I clean up my data !**

WHY ?

4% IT

GREEN GAS EMISSIONS

Because digital technologies generate > 4% of greenhouse gas emissions worldwide, I clean up all non-essential data stored on my internal servers, Cloud spaces, email inboxes and mobile phone.

I participate in the 2nd edition of the 'Geneva D-Tox Day, I Clean up my Data'

I save the date: 17 March 2023!

Part of the Digital Cleanup Day

More information on : https://www.geneve.ch/journee-dtox

On 17 March

GENEVA D-TOX DAY, I CLEAN UP MY DATA

Part of the « Digital Cleanup Day»

Clean up your network drives, Cloud, inboxes and mobile phones.

The "Digital Cleanup Day" takes place every year in March and aims to draw attention to the environmental footprint of digital activities, encourage a reduced consumption of IT equipment and storage space, and contribute to change data transfer habits.

Within this movement, we encourage you to participate to the "Geneva D-Tox, I Clean up my Data" on 17 March 2023.

FOR WHOM?

Everyone is invited to take time to clean up their data on 17 March 2023.

You don't work or won't be able to participate on 17 March?
Just take a raincheck !

To ensure you are able to participate to this "Geneva D-Tox Day, I Clean up my Data", the action is extended until Friday 24 March 2023!

WHY ?

- Digital activities and equipment generate over 4% of the world's greenhouse gas emission (more than civil aviation), a number that could double by 2025[1].

- Our unlimited data consumption currently requires 3x more energy than all the solar panels in the world could produce[2]

HOW ?

Focus on duplicates first.

It is not the age of a document that determines whether it can be deleted, but the information it contains. To verify which document should be kept, right-click on it and select "Properties": here, you will find the information on the size of your file and dates of its different versions.

All documents with administrative, legal or patrimonial value must be stored according to the archival, legal and regulatory constrains applicable to your serivce's activities and nature of the data.

If you share files with your colleagues, talk about it!
If in doubt, keep the data, make enquiries and delete them later.

WHAT TO DELETE ?

On your network drives

- Drafts: intermediary versions of finalised documents
- Any duplicate document, picture, video or audio file. Favour shortcuts over creating multipes copies
- Any obsolete document, picture, video or audio that has no legal value

On your mobile phone

- Unused applications
- Empty the cache of the applications you use
- Obsolete Whatsapp, SMS and MMS, such as sponsored messages, spams, message "OK", "I've arrived", etc.
- Any picture, video or audio file that is useless or store multiple times

In your e-mail inbox

- Short-term value e-mails: notifications, invitations, holiday notices, etc.
- E-mails with attachments that have already been on a network drive
- Informal e-mails that do not support or contribute to the activities of your department (private; no administrative or legal value)
- Out-of-date information e-mails
- Read or unread newsletters (block junk mail emitters)

On your Cloud

- Documents stored on the Cloud that already are on a network drive
- Any document, photo, video or audio file saved multiple times or obsolete and with no legal value
- Documents which do not need to be shared on the Cloud anymore and can be repatriated to the network drive (completed projects)

Don't forget to empty your bin regularly.
Measure your individual footprint with a CO_2 impact calculator: **https://monconvertisseurco2.fr/**

For further information and help, please consult the Guide of Digital Good Practices available on the City of Geneva's website: geneve.ch/journee-dtox

Thank you very much for your participation !