Digital Security Checkup

A Tangency Action Kit

Snapshot
- **Focus:** Security + Care
- **Format:** Checklist
- **Time:** 45 minutes
- **Ideal team:** Everyone
- **Great for:** Quarterly staff meetings, volunteer summits, pre-action briefings
- **Deliverable:** Updated password manager, revoked access list, incident contact card
- **Materials:** Password manager, MFA guides, shared access log

Prep checklist
1. Make sure everyone can log into the password manager.
2. Share the Tangency Security Worksheet beforehand.
3. Identify an on-call tech buddy for troubleshooting.

Checkup flow
1. **Device updates (10 min).** Prompt OS/browser updates and restarts.
2. **Password rotation (15 min).** Rotate key accounts, store them in the manager, and enable MFA everywhere.
3. **Access audit (10 min).** Review shared docs, Slack, Airtable, etc., and remove anyone who no longer needs access.
4. **Incident card (5 min).** Add legal, comms, and tech contacts to a printed/offline doc.
5. **Care close (5 min).** End with a hydration/stretch/breathing practice.

Tips
- Make it communal—music + snacks reduce stress.
- Schedule the next checkup before dismissing the group.
- Log suspicious findings for deeper investigation.

Tools & templates
- Security worksheet (fillable PDF)
- Access log template with reminders
- Incident response tree handout