

# Data Minimization

## Facilitation Guide

*Introduce learners to the principles behind data minimization.*

### Overview

This module introduces learners to the guiding principles and major themes behind data minimization and shares strategies to help them implement data minimization practices in their daily lives.

For more information, be sure to watch Series 1 of NYC Digital Safety training videos.

### Outcomes

By the end of this module, participants will be able to:

- Define data minimization
- Examine the principles behind data minimization
- Apply data minimization practices and approaches to different online activities and experiences

### Format + Time Frame

This module provides an informational overview of data minimization, discussion opportunities, and a how-to guide for implementing data minimization best practices.

This module will take approximately 60 minutes to complete.

### Materials

- Slide deck

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- Facilitation guide
- Handout

### Lesson Plan

| Activity   | Materials         | Est. Time Needed |
|--|-------------------|------------------|
| <b>Introduction and welcome</b><br>Greet learners and review the plan for this module.   | Slides 1 and 2    | 2 minutes        |
| <b>Discussion: What is data minimization?</b><br>Open a conversation with learners about what they believe the term “data minimization” means  | Slide 3           | 5 minutes        |
| <b>Defining data minimization</b><br>Provide a definition of data minimization and see if anyone has any questions or anything to add.   | Slide 4           | 3 minutes        |
| <b>Data minimization and data generation</b><br>Review different aspects of data minimization and data generation, and how these two concepts connect together.<br>See if there are any questions. | Slide 6 through 8 | 5 minutes        |
| <b>Activity: Minimizing data</b>   | Slide 9, handout  | 5 minutes        |

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## Privacy & Security

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| Give learners the guided handout and have them brainstorm ways to minimize their data.  |                      |            |
| <p><b>Data minimization strategies</b></p> <p>Share different strategies you can use to minimize your data, including digital detoxing.</p> <p>See if there are any questions</p>           | Slides 10 through 12 | 7 minutes  |
| <p><b>Activity: Discuss data minimization practices</b></p> <p>Have learners share their thoughts on data minimization and how they might begin using it in their online lives.</p>         | Slide 13             | 10 minutes |
| <p><b>Best practices</b></p> <p>Review best practices for minimizing the amount of data participants share online</p>   | Slides 14 through 17 | 8 minutes  |
| <p><b>Activity: Putting it into practice</b></p> <p>Have learners jot down future plans for minimizing data and ideas on their guided handout and share their plans out with the group.</p> | Slide 18, handout    | 10 minutes |
| <p><b>Wrap up, final tips, and final questions</b></p> <p>Review the closing thoughts and share the suggested resources.</p> <p>See if anyone has any final questions.</p>                  | Slides 17 through 21 | 5 minutes  |

### Considerations

Data minimization can sound like a fairly abstract concept, and the term itself and the ideas behind it might be unfamiliar to some members of your audience. Leave time for questions and discussion around this topic since learners might have differing levels of experience and familiarity with data minimization.

This activity can also spark questions and discussion around a variety of related topics, including online privacy best practices, data generation, and sharing personal information in online spaces. You might want to put some thought into how you will handle these types of questions and divergent discussions. You could opt for a looser structure and see where the questions and discussions go, or you might consider ways to follow up with your audience if you have a tighter time frame or need to get through additional content and lessons in your given workshop.

Data minimization as a concept has some major guiding principles and best practices associated with it. However, many data minimization choices and activities can involve personal preference. Aim to leave time for discussion and space for your audience to consider their individual preferences.

### Options and Variations

This module lends itself well to a workshop, where group discussion is possible. You can combine this module with other modules around online privacy and personal data for a more extended learning experience as well. Additionally, the content in this lesson can provide useful background information and grounding ideas to modules around online security best practices and things like managing passwords.

You can also provide this information to patrons via a service point by briefly introducing them to what data minimization means and providing them a copy of the guided handout to peruse on their own.

### Assessment

The following are some suggested assessment questions that you can use and adapt for your own purposes. These questions can help you assess various things, including knowledge retention, personal views and preferences, and concept application.

You might consider asking these as a pre or post test, or you can have learners answer these as part of an exit survey or a follow-up survey. Keep reading for suggested questions and an answer key with further details and explanations.

### Questions for Participants

Question: How would you define data minimization?

[free text response]

What are some steps that you can take to limit how much data you generate and share online?

- A. Use social media privacy settings to limit who can see certain types of content
- B. Be thoughtful before signing up for new services or products online
- C. Add extra security to your accounts with things like multi-factor authentication
- D. All of the above
- E. None of the above - there's not much you can do to control your online data

Which of the following is a major law on data protection and privacy?

- A. Digital Millennium Copyright Act
- B. Godwin's Law
- C. General Data Protection Regulation
- D. Federal Trade Commission Act

How confident do you feel about managing your data and personal information online?

- A. Very confident
- B. Not very confident
- C. Not confident

### Answer Key

Question: How would you define data minimization?

*Answer: free text response*

Answer to look for: Data minimization involves limiting the collection of data and limiting the amount of data you choose to share to what is strictly necessary.

What are some steps that you can take to limit how much data you generate and share online?

*Answer: D all of the above!*

Using a mixture of digital security best practices, account management, and awareness of posting habits can all be ways to help someone minimize their data generation

Which of the following is a major law on data protection and privacy?

*Answer: C, the GDPR*

This European law has had major implications for data and privacy online and has introduced a number of user and consumer protections for individuals using the internet. While this is European law it has had global effects and influence, including in the US.

How confident do you feel about managing your data and personal information online?

*Answer: no correct answer, just personal preference*

## Connections to Other Modules

This module connects to many other modules. The following suggestions provide opportunities for exploration, connection, and potential programming. However, feel free to explore and make connections between other modules not listed here as well!

1.1 Data Generation

1.2 Password Hygiene

2.2 Social Media Settings

# NYC Digital Safety

## Privacy & Security

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2.2 Doxing

4.3 Thinking Critically

4.3 Technology Mindfulness

5.1 Privacy

These and other modules can be found at this project's website, [nycdigitalsafety.org](https://nycdigitalsafety.org).

## About This Project

These materials were released in October 2022 as part of NYC Digital Safety: Privacy & Security.

NYC Digital Safety: Privacy & Security is a partnership between New York City's three library systems — Brooklyn Public Library, The New York Public Library, and Queens Library — and METRO Library Council. With support from the New York City Office of Technology and Innovation, this project ensures that NYC residents can rely on public libraries for their questions about internet privacy and security.

Visit [nycdigitalsafety.org](https://nycdigitalsafety.org) for more information.