

# Digital legacy toolkit

If you need this leaflet in a different language or accessible format please speak to a member of staff who can arrange it for you.

اگر به این بروشور به زبان دیگر یا در قالب دسترس پذیر نیاز دارید، لطفاً با یکی از کارکنان صحبت کنید تا آن را برای شما تهیه کند.

Jeśli niniejsza ulotka ma być dostępna w innym języku lub formacie, proszę skontaktować się z członkiem personelu, który ją dla Państwa przygotowuje.

Dacă aveți nevoie de această broșură într-o altă limbă sau într-un format accesibil, vă rog să discutați cu un membru al personalului să se ocupe de acest lucru pentru dumneavoastră

如果您需要本传单的其他语言版本或无障碍格式，请联系工作人员为您安排。

إذا احتجت إلى هذه النشرة بلغة أخرى، أو بتنسيق يسهل الوصول إليه، يرجى التحدث إلى أحد الموظفين لترتيب ذلك لك.

It is becoming increasingly important that everyone makes plans for the online accounts that they use and the personal photos, videos etc that they contain.

Making plans can help ensure that digital assets are not lost and can help safeguard someone's digital legacy.

**Digital assets, include things such as online bank accounts, photos saved online and social media accounts etc.**

Digital legacy is what is left online once someone dies.

- If you have a security password or passcode on a mobile phone or any other electronic device, you may want to think about how best to pass on your passwords.
- If you have any social media accounts, you may want to download your photos and videos from them and pass them to a loved one. You may also want to assign administrative access of your social media accounts to someone you trust.
- You may want to make suitable plans for any online subscriptions and accounts you have, such as bank accounts and shopping accounts.
- You may wish to store any images or videos from your electronic devices with friends or family members.

Further information and guidance can be found at [www.DigitalLegacyAssociation.org](http://www.DigitalLegacyAssociation.org) – select the 'For the public' tab.

Type of accounts you may want to consider:

- Online financial accounts:**
- Current accounts
  - Savings accounts
  - Credit cards
  - Loans
  - Paypal

- Bills:**
- Mortgage
  - Water rates
  - Gas & electric
  - Council tax
  - Life insurance
  - TV licence

- Online shopping:**
- Auction sites - Ebay
  - Store & loyalty cards
  - Betting & gaming – national lottery
  - Online store credit – Next directory

- Communication platforms:**
- Facebook
  - Instagram
  - X (Twitter)
  - LinkedIn
  - WhatsApp
  - Email account
  - YouTube

- Entertainment & lifestyle:**
- Music – iTunes, Apple music, Spotify
  - File storage - iCloud
  - Online dating accounts
  - Entertainment – Netflix, Disney Plus, Amazon Prime
  - Photo sharing apps and personal blogs

Use the above examples of popular social media, email, and online accounts to create a list of your own. Do not forget to include accounts you have opened in the past but are now inactive.

If you have a full list of your online affairs, you can then record your wishes for each account.

Even if you decide not to leave any detailed instructions, having a simple list like this will help your executor and digital executor know which companies to contact when the time comes.

## Digital legacy plan template

Use the following template as a guide to record your digital wishes and give instructions on what you would like to happen to those accounts after death.

Do not forget to ask or tell people of their role as Digital Executor.

Store the document safely and let your executor know where to find it.

Setting out your digital wishes in this way can ensure that your executor and digital executor will have the information required to action your wishes.

Remember, to be recognised in law, your digital wishes should be included in your Will.

Do not complete this template unless you are happy to do so, this should be your decision.

If you feel information has been shared with anybody other than your identified executor please take advice and necessary action to secure your accounts.





# Digital legacy planning template

Name :

Device/ Account/App/ Site	Username/Email address		Who would you like to manage this account? (Your Digital Executor)	How do you want this account to be managed (Close/ Memorialise/ Keep activated)?	Have you shared your wishes with your Digital Executor, or have you planned with the accounts for your wishes to be actioned?	Have you, or do you want a copy of your files on this device/ account and who would you like to receive these?
	Password					
i.e. Paypal/ iTunes/iPhone 13	name@outlook.com	Password	Joe Bloggs	Close account	Yes – Informed account	No, Please send a copy of all files to my family

This document has been created using guidance from  
[www.DigitalLegacyAssociation.org](http://www.DigitalLegacyAssociation.org)

Whiston Hospital  
Warrington Road, Prescot  
L35 5DR  
Telephone: 0151 426 1600

St Helens Hospital  
Marshalls Cross Road, St Helens  
WA93DA  
Telephone: 01744 266 33

Southport Hospital  
Town Lane, Kew,  
Southport, Merseyside,  
PR8 6PN  
Telephone: 01704 547 471

Ormskirk Hospital  
Dicconson Way, Wigan Road,  
Ormskirk, Lancashire, L39 2AZ  
Telephone: 01695 577 111