

# Safe Device Handoff and Disposal

Prepare a phone, tablet, computer, or drive before selling, donating, recycling, or giving it away.

<b>Audience</b>	Families replacing devices or giving devices to relatives.
<b>Purpose</b>	Prevent personal data from staying on old devices.
<b>Best use</b>	Use before the device leaves the home.

## Before handoff

<input type="checkbox"/>	Back up photos and files.
<input type="checkbox"/>	Sign out of email, cloud, app store, and banking apps.
<input type="checkbox"/>	Remove SIM and SD cards.
<input type="checkbox"/>	Turn off device tracking locks only when ready to erase.
<input type="checkbox"/>	Factory reset through the official settings menu.
<input type="checkbox"/>	Confirm the device no longer shows personal accounts.

## If recycling

Use a trusted recycling location. For broken drives that held sensitive data, ask about physical destruction options.

*Keep this guide near the device or account it protects. Small habits make a real difference when they are repeated.*