# CLEAR DESK POLICY

## Clean Desk and Screen Policy for computer and printer workstations

This ensures that all sensitive and confidential information, whether it be on paper, a storage device, or a hardware device, is properly locked away or disposed of when a workstation is not in use.

This policy will reduce the risk of unauthorized access, loss of, and damage to information during and outside of normal business hours or when workstations are left unattended.

## Scope

This policy applies to all permanent, temporary, and contracted staff working at this firm.

## Policy

Whenever a desk is unoccupied for an extended period of time the following will apply:

1. All sensitive and confidential paperwork must be removed from the desk and placed in a lockable drawer or filing cabinet. This includes mass storage devices such as CDs, DVDs, and USB drives.
2. All waste paper which contains sensitive or confidential information must be shredded, or placed in the designated confidential waste bins for secure disposal. Under no circumstances should this information be placed in regular waste paper bins.
3. Computer workstations must be locked when the desk is unoccupied and completely shut down at the end of the work day.
4. Keys for accessing drawers or filing cabinets should not be left unattended at a desk.
5. Printers should be treated with the same care under this policy:

* Any print jobs should be retrieved immediately.
* All paperwork left over at the end of the work day will be properly disposed of.

## Responsibilities

This policy will be officially monitored for compliance by all managers and may include random and scheduled inspections.

All policies require the participation of staff and contractors to be successful. Any employee or contractor found to have violated this policy may be subject to disciplinary action.