

What is a Clean Desk?

1. *Employees are required to secure all sensitive/confidential information in their workspace at the conclusion of the work day and when they are expected to be away from their workspace for an extended period of time. This includes both electronic and physical hardcopy information.*
2. *Computer workstations/laptops must be locked (logged out) when unattended and at the end of the work day. Portable devices like laptops and tablets that remain in the office overnight should be stored in a locked area.*
3. *Mass storage devices such as CD, DVD, USB drives, or external hard drives must be treated as sensitive material and locked away when not in use.*
4. *Printed materials must be immediately removed from printers or fax machines. Printing physical copies should be reserved for moments of absolute necessity. Documents should be viewed, shared and managed electronically whenever possible.*
5. *All sensitive documents and restricted information must be placed in a designated locked shredder bins for destruction.*
6. *File cabinets and drawers containing sensitive information must be kept closed and locked when unattended and not in use.*
7. *Passwords must not be written down or stored anywhere in the office.*
8. *Keys and physical access cards must not be left unattended anywhere in the office.*

*If you notice that any of your devices or documents has gone missing, or if you believe your workspace has been tampered with in any way, please notify your department manager **immediately**.*