



Clear Desk / Clear Screen Policy

Objective:

The Clear Desk / Clear Screen Policy is designed to safeguard sensitive information and protect the organization from unauthorized access, data breaches, and other security risks. This policy outlines the guidelines and expectations for employees to maintain a clear desk and clear screen environment to ensure the confidentiality and integrity of information.

Scope:

This policy applies to all employees, contractors, and third-party personnel who have access to the organization's information systems and data.

Policy Guidelines:

1. Clear Desk Policy:

- a. All employees are required to clear their desks of sensitive information at the end of each working day.
- b. Confidential documents, such as printouts, notes, or any physical records containing sensitive information, must be securely stored in designated cabinets or drawers.
- c. Employees should not leave sensitive information on their desks or in common areas, especially when not present.
- d. Visitors and unauthorized personnel should not have access to employees' workspaces without proper supervision.

2. Clear Screen Policy:

- a. Employees must lock their computers when not in use, especially when leaving their desks.
- b. The use of password-protected screensavers with automatic activation after a specified period of inactivity is mandatory.
- c. When working with sensitive information, employees should ensure that the screen is positioned in a way that prevents unauthorized viewing by others.
- d. Employees should not share their login credentials or leave systems unattended while logged in.

Prepared By : 

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