

The 'Clear Desk, Clear Screen' principle

Author: test

Our offices are used by many people; colleagues, contractors, third parties and visitors. We all have a responsibility to make sure we look after the information and other company assets, wherever we are working.

Clearing your desk and locking your computer screen when you're away from your work area is good housekeeping and helps keep our information and other assets safe. Always follow the 'Clear Desk, Clear Screen' principle.

The loss of sensitive company information or assets could have a detrimental effect on our reputation and customer trust.

Here are some points that you should always keep in mind to help protect our information and assets:

- Store company information securely (either in a locked drawer or cabinet) when you're not working on it and at the end of the working day.
- Keep your desk clear and tidy so there is less chance of losing anything.
- Lock your computer screen when you're not working on it by pressing 'ctrl+alt+delete and enter' or the Windows key + L then 'lock computer'.
- Use a password protected screensaver.
- Don't leave valuable items such as money, laptops or mobile equipment on display where they are vulnerable to theft.
- Always log off and shut your computer down at the end of the working day.
- Store laptops and other mobile equipment in a locked drawer or cabinet overnight.
- Lock your desk drawers, cabinets and any safes you use.
- Clear away classified information displayed on whiteboards or flipcharts at meetings or in the office.
- Dispose of paperwork and computer media securely when you no longer need them.
- Report any loss or theft of company information or equipment to your local Security team immediately.

A clear desk helps prevent theft!

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