

<< Organisation Logo >>

<< Clear Desk and Screen Policy >>

Version: 1.0

Date

NetHost Legislation- Cyber Essentials & ISO Standard Training & Certification Company, Scotland/England

Version: xx

Date: xx

Company Name: xx

Security Level: Internal

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Revision History

Date	Version	Author	Summary of Changes

Approvals

Name	Signature	Title	Issue Date	Version

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INTRODUCTION

DOCUMENT PURPOSE

Clear desk and clear screen' with stipulates that a clear desk policy for papers and removable storage media and a clear screen policy for information processing facilities shall be adopted. This policy has been provided by the company to guide its staff on the importance of clear desk and clear screen.

SCOPE

All system components within, or connected, to the [Organisation]'s network environment are within the scope of this policy. The scope of this policy covers the control of access to information assets and their applicable information systems and processing environments.

POLICY

Below are statements to comply with for all staff.

Policy Statements

No:	Statements
	Sensitive or critical business information, e.g. on paper or on electronic storage media, should be locked away (ideally in a safe or cabinet or other forms of security furniture) ,when not required, especially when the office is vacated;
	All waste paper, which has any personal or confidential information or data on, must be securely disposed by shredding.
	Computers and terminals should be left logged off or protected with a screen and keyboard locking mechanism controlled by a password, token or similar staff authentication mechanism when unattended and should be protected by key locks, passwords or other controls when not in use;
	Incoming and outgoing mail points and unattended facsimile machines should be protected;
	Unauthorised use of photocopiers and other reproduction technology (e.g., scanners, digital cameras) should be prevented;
	Documents containing sensitive or classified information should be removed from printers immediately
	All waste paper, which has any personal or confidential information or data on, must be

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CLEAR DESK AND SCREEN POLICY

	securely disposed by shredding.
	Under no circumstances should materials containing confidential information be thrown away with normal rubbish in the waste paper bins.
	Staff must ensure that they work and save work on password protected PCs
	Whenever staff leave their desk and PC is switched on, it is essential that they ALWAYS 'lock' their screen by pressing 'Ctrl, Alt, Delete' and ENTER or press 'the window button' and 'L' together.
	Reduce the number of icons on desk top: Save word and excel documents in folders, and reduce the number of folders on desktop.

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