

Clear Desk Policy:

- No confidential file should be left at the desk uncovered or unprotected at any time.
- No Important information like meeting information , passwords or client details should be written on sticky notes and pasted on desk or computer.
- Any personal identification cards or access control cards should not be left at the desk.
- Storage devices like pen drives or hard disks containing sensitive information should not be left at the desk.
- Employee planner or schedule should not be on the desk .

Clear Screen Policy

- The screensaver should not contain any private information like mobile number or name of the employee.
- App lock or password should be there on company devices to ensure that only authorized people are logging in.
- An employee should log out of their company account before leaving pc.
- No important information like meeting details or passwords should be written on wallpapers or desktop sticky notes applications.