CONTOUR Software
a subsidiary of Constellation Software Inc.

Standard:	**ISMS**	**Version.**	**1.0**	**Classification**	**01**
Title:	**Clear Desk and Clear Screen Policy**	**Date of Approval**	**11/Jan/23**		

Author: Contour GRC Team	**Approved by: Talha Rauf**

DOCUMENT CREATION	
Version	1.0
Last Updated	30/Sept/22
Date of the last Review	27/Oct/22
Author(s) of Document	GRC Team
Purpose of Document	The purpose of this policy is to reduce the risk of unauthorized access, loss, and damage to information during and outside of normal business hours when workstations are left unattended.
Authorized By	

Document Review & Change Control				
Version	**Date of Issue**	**Author(s)**	**Brief Description of Changes**	**Approved By**
1.0	24/Jan/22	Sidra M & Zafar A	Initial Version of Policy	
1.0	14/Mar/22	Contour GRC Team	Periodic Review	Bilal Mahmood
1.0	30/Sept/22	Sidra Mukhtar	Format Update	Talha Rauf

1. Scope

This policy applies to all Contour Workforce, contractors/ (suppliers/ third party vendors – where applicable) who access or use any of Contour's information resources, including those in digital and physical formats. This applies to any documents, portable storage devices, and computer equipment, that contain/ store or display Contour’s information regardless of location.

2. Policy

The Clear Desk and Clear Screen Policy shall communicate to all employees of Contour to protect information stored in physical and electronic media to minimize the risk of unauthorized access. All the employees and other individuals must adhere to and comply with this policy while accessing the information system.

3. Compliance

All users of Contour Software accessing information and technology resources are required to comply with this policy. The GRC Team will verify compliance to this policy through the various methods, including but not limited to, walk-thru, internal, and external Audit, etc. The policy will be reviewed and updated annually or when required.

4. Procedure

- Computers/computer terminals shall not be left logged on when unattended and shall be password-protected.
- The Windows Screen Lock is set to be activated when there is no activity for more than 10 minutes and Windows Security Lock shall be password protected for relog on.
- Users shall shut down/Lock their machines at day end.
- Where practically possible, paper and computer media shall be stored in suitable locked cabinets or other forms of security furniture when not in use, especially outside working hours.
- Keys used to access confidential or internal use information must not be left in an unattended work area.
- The reception desk can be particularly vulnerable to visitors. This area shall be always kept as clear as possible.
- Before leaving for the day an individual shall make sure not to leave any paper/mass storage drive (containing Confidential Information) or belongings on the desk.
- External storage devices such as USB drives etc. which contains confidential/sensitive Information should be secured in a locked drawer.
- When possible, computer screens shall be angled away from the view of unauthorized persons.
- Physical access to the information system device that displays information shall be controlled to prevent unauthorized individuals from observing the display output.
- Server rooms and store areas shall remain locked when they are not in use.
- Passwords may not be left on sticky notes posted on or under a computer, nor may they be left written down in an accessible location and store password in an encrypted file
- Copies of documents containing confidential or internal use information must be immediately removed from printers: to ensure that sensitive documents are not left in printer trays for the unauthorize person to pick up.

5. Definition

Information: Information is an asset that, like other important business assets and consequently needs to be suitably protected. Information, in whatever form it takes, or means by which it is shared or stored, should always be appropriately protected

Screen: Screen shall mean the display portion of any computing device.