b

IT124   
Clean Desk Policy

|  |  |
| --- | --- |
| Status | Final |
| Version | 1.02 |
| Classification | Confidential |
| Owner | Razvan Anghelidi, Directory of IT |
| Address | 1705 Tech Avenue, Unit 3, Mississauga, ON, L4W 0A2, Canada |

*Statement of Confidentiality: This document and supporting materials contain confidential and proprietary business information of Signifi Solutions Inc. These materials may be printed or photocopied for use internally and must not be shared with other parties.*

[Document Control iii](#_Toc45201361)

[Introduction 4](#_Toc45201362)

[Scope 4](#_Toc45201363)

[Policy Statement 4](#_Toc45201364)

[Compliance 6](#_Toc45201365)

[Enforcement 6](#_Toc45201367)

[Revision History 6](#_Toc45201368)

All rights reserved

No part of this document may be reproduced in any form, including photocopying or transmission electronically to any computer, without prior written consent of Signifi Solutions Inc (from now on, Signifi). The information contained in this document is proprietary to Signifi and may not be used or disclosed except as expressly authorized in writing by Signifi.

Trademarks

Other product names mentioned in this document may be trademarks or registered trademarks of their respective companies and are hereby acknowledged.

Document Control

The electronic version of this document is recognized as the only valid version.

Approval History

|  |  |  |
| --- | --- | --- |
| APPROVER(S) | TITLE/DEPARTMENT | APPROVED DATE |
| Shamira Jaffer | CEO | December 23rd, 2021 |
| Shamira Jaffer | CEO | December 7th, 2020 |
| Shamira Jaffer | CEO | July 10th, 2020 |
|  |  |  |
|  |  |  |

## Document Sensitivity Level

Confidential

Introduction

Overview

To improve the security and confidentiality of information, Signifi has adopted a Clean Desk Policy for computer and printer workstations.

This ensures that all sensitive and confidential information, whether it be on paper, a storage device, or a hardware device, is properly locked away or disposed of when a workstation is not in use. This policy will reduce the risk of unauthorized access, loss of, and damage to information during and outside of normal business hours or when workstations are left unattended.

A Clean Desk Policy is an important security and privacy control and necessary for ISO 27001/17799 and SOC 2 compliance.

Scope

This policy applies to all Signifi employees, part-time and temporary workers, trainees, contractors, and vendors.

Policy Statement

Whenever a desk is unoccupied for an extended period of time the following will apply:

* All sensitive and confidential paperwork must be removed from the desk and locked in a drawer or filing cabinet. This includes mass storage devices such as CDs, DVDs, and USB drives.
* All wastepaper which contains sensitive or confidential information must be placed in the designated confidential waste bins. Under no circumstances should this information be placed in regular wastepaper bins.
* Computer workstations must be locked when the desk is unoccupied and, if remote access is not required until the next business day, completely shut down at the end of the workday.
* Laptops, tablets, and other hardware devices must be removed from the desk and locked in a drawer or filing cabinet.
* Keys for accessing drawers or filing cabinets should not be left unattended at a desk.

Printers and fax machines should be treated with the same care under this policy:

* Any print jobs containing sensitive and confidential paperwork should be retrieved immediately. When possible, the “Locked Print” functionality should be used.
* All paperwork left over at the end of the workday will be properly disposed of.

Compliance

This policy will be officially monitored for compliance by department director and may include random and scheduled inspections.

Enforcement

All instances of non-compliance will be reviewed by the department director. The department director, with the assistance of the Human Resources department has the authority to impose disciplinary actions, up to and including termination of employment or contractual agreement.

Update

This policy and all supporting documentation will be reviewed and updated annually or upon material changes to Signifi business rules, technology processes, organizational goals, or information security objectives to ensure its continuing suitability, adequacy, and effectiveness.

Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| VERSION | DATE | SUMMARY OF CHANGE | CHANGED BY |
| 1.0 | 2020-06-22 | First version | Muhammad Nasir |
| 1.01 | 2020-07-06 | Update to Signifi standards and particulars | Razvan Anghelidi |
| 1.02 | 2020-12-02 | Annual review | Razvan Anghelidi |
| 1.03 | 2021-12-12 | Annual review | Hadeel Alzuhairi |