

# Clear Desk Clear Screen Policy

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## 1. Introduction

### 1.1 Objective

The purpose of this policy is:

- a. to reduce the risk of unauthorized access, loss of, and damage to information during and outside normal working hours or when areas are unattended and
- b. to protect the data in the organization from loss to ensure that intentional destruction of information does not cause an impact to the organization in terms of delay, increased costs or loss of credibility

### 1.2 Scope

This policy applies to all permanent, temporary or contracted staff employed by SGA, and to volunteers and interns who can access information under supervision.

### 1.3 Glossary of Terms

Terms	Description
Admin	Administration
HR	Human Resource
SGA	SG analytics Pvt. Ltd.

## 2. Responsibility

Responsibility lies with all employees of SGA.

Admin Head would be responsible for verifying the effectiveness of the process and its revision whenever required.

## 3. Policy

### 3.1 Clear Desk

1. Where practically possible, paper and computer media should be stored in suitable locked safes, cabinets or other forms of security furniture when not in use, especially outside working hours
2. Where lockable safes, filing cabinets, drawers, cupboards etc are not available, office / room doors must be locked if left unattended. At the end of each work day schedule, all sensitive information should be removed from the work place and stored in a locked area. This includes all personal identifiable information, as well as business critical information such as salaries and contracts
3. Any document which is confidential and sensitive should be cleared from printer immediately
4. The employee shall be responsible for not leaving sensitive or critical information on printing facilities eg: copiers and printers
5. The employee shall pay attention to the fact that the modern copiers have page, caches, and stored pages in case of a paper fault, which will be printed once the fault is clear. Hence it is the employee's responsibility to make sure that such prints do not land up in unauthorized hands

6. It is good practice to lock all office areas when they are not in use
7. Any visit, appointment or message books should be stored in a locked area when not in use
8. The reception desk can be particularly vulnerable to visitors. This area should be kept as clear as possible at all times; in particular person identifiable information should not be held on the desk within reach / sight of visitors
9. It is also worth noting that information left on desks is also more likely to be damaged or destroyed in a disaster such as fire, flood or explosion
10. SGA strictly prohibits consumption of food items and beverages within or on work floor area

### **3.2 Clear Screen**

1. Computer terminals / laptops should not be left logged on when unattended and should be password protected
2. Computer screens should be angled away from the view of unauthorized persons
3. The windows security lock should be set to activate when there is no activity for a short pre-determined period of time
4. The windows security lock should be password protected for reactivation
5. The users should log off or lock their machines (by pressing the Windows key and L) when they are away from their respective workstations / desk