Clear Desk Policy

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Document Release Note

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Document Revision History

Version	Date	Change Description	Modified By	Reviewed By	Approved By
1.0					

Purpose

The purpose of this policy is to set forth the requirements to ensure that all work areas of TechSture are clear whether in electronic or paper form, when the work area is unattended.

Scope

This policy applies to all employees.

Policy

	DOs & DON'Ts	Responsibilities
✔	Users must "log off" their computers when their workspace is unattended.	Users
✔	Users must "shut down" their computers at the end of the workday.	Users
✔	All confidential and internal use information must be removed from the desk and locked in a drawer or file cabinet when the workstation is unattended and at the end of the workday.	Users
✔	All confidential and internal use information must be stored in lockable drawers or cabinets.	Users
✔	File cabinets containing confidential or internal use information must be locked when not in use or when not attended.	Users
✔	Keys used to access confidential or internal use information must not be left at an unattended work area.	Users
✔	Laptops must be locked away in a drawer or cabinet when the work area is unattended or at the end of the workday.	Users
✔	Passwords must not be posted on accessible locations.	Users
✔	Copies of documents containing confidential or internal use information must be immediately removed from printers.	Users
✔	If working on sensitive information, and you have a visitor to your desk, lock your screen to prevent the contents being read.	Users

Records

Nil

Effective Measures

No of deviation with respect to above policy each quarter.