## CLEAN DESK POLICY

[Organization Name] is committed to protecting and maintaining the privacy of sensitive information in accordance with the *Personal Information Protection and Electronic Documents Act* (PIPEDA).

This Clean Desk Policy is intended to establish guidelines for company workspaces to prevent the possibility of unauthorized access to confidential information. By adhering to this policy, we aim to reduce the risk of any data breaches and maintain a secure environment for our employees’, customers’, and business operations’ confidential information.

SCOPE

This policy applies to all employees, contractors, and temporary workers with access to [Organization Name] facilities, information systems, and confidential data. It includes individual offices, cubicles, communal workspaces, and common areas within the company's physical location.

POLICY

The procedures outlined in this policy are designed to guide employees in maintaining a secure and organized workspace, protecting confidential information, and minimizing the risk of any unauthorized access or disclosure.

By adhering to these procedures, employees contribute to a culture of security awareness, nurture responsible behaviour, and create a work environment in which sensitive information is always protected.

Compliance with these procedures is essential for upholding the integrity, confidentiality, and privacy of sensitive data, meeting legal and regulatory requirements, and maintaining our clients' and stakeholders' trust while we retain pieces of their personal information.

**Procedure**

Securing Physical Documents

* All physical documents containing confidential information must be stored in locked filing cabinets or secure storage areas when not in use.
* At the end of each workday, employees must ensure that all physical documents are stored securely and are not left on desks or visible in work areas.
* When an employee is leaving their desk temporarily, they must put the documents into their drawers so that they are not visible to anyone who is walking by.

Protection of Electronic Devices

* Employees should lock their computers when leaving their workstations unattended, using password-protected screensavers or locking mechanisms.
* Laptops, tablets, and mobile devices should be stored securely when not in use, either in locked drawers or in designated secure storage areas.
* If an employee is working remotely, they may not access confidential information while in a space where other people could potentially see their screen. This includes family members.

Confidential Information

* Account numbers, access codes, passwords, and other confidential information should never be written down or left in plain sight.
* Employees must ensure that confidential information displayed on computer screens or printed documents is not visible to unauthorized individuals.

Data left at Printers, Copiers, and Fax Machines

* Employees are required to collect printed materials promptly and remove them from public areas, ensuring that no confidential information is left unattended.
* Any unnecessary printouts containing sensitive data should be promptly shredded using designated shredding machines or placed in secure disposal containers.

Storage of Flash Drives and Keys

* Flash drives containing sensitive data should be stored securely when not in use, preferably in locked drawers or designated secure storage areas.
* Keys granting access to restricted areas or confidential assets must be appropriately stored, preferably in locked cabinets or key safes.

Clear Desks

* Employees are required to keep their desks clear of confidential information, files, or documents that are not immediately needed for their current tasks.
* Before leaving their workstations, employees should ensure that all confidential information is stored securely or properly discarded.

**Non-Compliance**

Failure to comply with this Clean Desk Policy may result in disciplinary action, up to and including termination of employment, or legal consequences, depending on the severity and frequency of the violation. It is the responsibility of all employees to adhere to this policy and report any suspected violations to their supervisor.

**Review and Revision**

This Clean Desk Policy will be reviewed periodically to ensure its effectiveness and compliance with legal and regulatory requirements. Any updates or revisions to this policy will be communicated to all employees accordingly.