

CLEAR DESK & CLEAR SCREEN POLICY

Policy Statement

It is the intention of this Policy to assist in the establishment of a culture of security and trust for all employees. An effective clear desk effort, involving the participation and support of all employees, can significantly protect paper documents that contain sensitive information about our clients, customers and vendors.

Scope

The scope of this Policy applies to all AzteQ Group Ltd employees, including permanent and temporary employees as well as consultants. All are obliged to adhere to this and any other Information Security Policy. Failure to comply with this policy may be regarded as a disciplinary matter and will be dealt with in line with the Organisation's disciplinary policy with possible sanctions up to and including summary dismissal (or termination of contract for temporary workers).

The geographical scope includes all locations where AzteQ Group Ltd paper or electronic information is in use, including (but not limited to):

- AzteQ Group Ltd premises
- The employee's home.

Objectives

To ensure AzteQ Group Ltd permanent and temporary employees, consultants and contractors are aware of their responsibilities in:

- The physical and electronic protection of AzteQ Group Ltd information stored both on paper and electronic media
- The protection of AzteQ Group Ltd reputation
- Reducing the risk of a security breach, fraud, theft, loss or corruption of information caused by paper and electronic documents being left unattended.

Principles

A clear desk:

- Produces a positive image when clients visit the office
- Reduces the threat of a security incident
- Reduces the loss of information as a result of theft, fire or flood damage
- Is designed to help reduce the amount of paper that is printed
- Reduces the risk of helping start a fire or making a small fire bigger
- Reduces the number of accidents and spills in the workplace
- A clear screen ensures that confidential information is not viewed on your PC or laptop by unauthorised persons while you are away from your desk.

Usage

At known extended periods away from your desk (e.g. lunch break, attending meetings), sensitive documents are expected to be placed in locked drawers.

At the end of the working day, employees are expected to tidy their desk, lock their pedestal and storage cabinets.

Client files should be returned to the filing system at close of business every Friday in order that other employees seeking client information stand a reasonable chance of finding the files.

As we do not have vast amounts of storage cabinets, please archive files where possible. These files can be returned to you the same day or next day if required.

Employees are expected to keep their surrounding desk area tidy; i.e. no files/boxes/clutter lying on floor or passageways.

Allocate time in your calendar to clear away your paperwork.

Use the recycling bins for all paper no longer needed.

Do not print off e-mails to read them. This generates increased amounts of clutter.

Consider scanning paper items and filing them electronically.

Whenever you leave your desk, clear and lock the screen. This can most easily be achieved by pressing the Windows key and L at the same time.

Ensure that you have a passworded screensaver in place which operates after no longer than 10 minutes. If this is not working, please contact the IT Help Desk.

User awareness

This Policy will be drawn to the attention of all AzteQ Group Ltd staff.

Compliance

ISO 27002 : Clauses 11.2.6 (Security of equipment and assets off-premises), 11.2.9 (Clear Desk and Clear Screen Policy)

Policy Sign-off

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Date of Next Review:	15/09/2021
Name:	Tim Barber
Signed:	

Amendment History

Version	Modified On	Modified By	Comments
1.0	15/09/2020	Jo Holloway	
2.0	27/10/2020	Jo Holloway	Updating dates