

## Clean Desk Policy

### **Overview**

To improve the security and confidentiality of information, Floorskills Limited 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 or unattended. This policy will reduce the risk of unauthorised 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 27001/1799 compliance.

### **Scope**

This policy applies to all permanent, temporary, and contracted staff working at Floorskills Limited

### **Policy**

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

1. 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 DVDs, CDs and USB drives.
2. All wastepaper which contains sensitive or confidential information must be placed in the designated confidential wastepaper bins. Under no circumstances should this information be placed in regular wastepaper bins.
3. Computer workstations must be locked when the desk is unoccupied and completely shut down at the end of the working day.
4. Laptops, tablets, and other hardware devices must be removed from the desk and locked in a drawer or filing cabinet.
5. Keys for accessing drawers or filing cabinets should not be left unattended at a desk.
6. Printers and fax machines should be treated with the same care under this policy:
  - a) any print jobs containing sensitive confidential paperwork should be retrieved immediately. When possible the 'locked print' functionality should be in use.
  - b) all paperwork left over at the end of the workday will be properly disposed of.

## **Non-Conformance**

All policies require the participation of staff and contractors to be successful. Any employee or contractor found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.