Clean Desk Workplace Policy Brought to You by Shred-it®

*(These are templates only and should be customized according to your organization's information security requirements.)*

*(Insert your company logo in the blue box provided on the right by clicking the picture icon.)*



**STATEMENT OF POLICY:**

**Clean Desk Policy**

[Enter Your Company Name Here]

**Workplace Policy#:** Enter Policy Number Here

**Effective Date:** Enter Date Here

**Issued by:** Enter Name Here

**Approved by:** Enter Name Here

1. **PURPOSE**

The purpose of this policy is to assist [Enter Your Company Name Here] in managing all confidential information through a clean desk policy, implemented across the organization. It will provide a clear and comprehensive understanding of information security and clean desk requirements.

The objectives of this policy are to help ensure that [Enter Your Company Name Here] employees:

* Help reduce the threat of a security incident; and,
* Protect the confidential information of our customers, our company, and each other.

Implementation of and compliance with the policy is essential to its effectiveness. Incomplete or selective implementation exposes [Enter Your Company Name Here] to legal risks. Therefore, each employee must understand and cooperate in the implementation and enforcement of the Policy.

**Policy Administration:** Should any questions, comments, or suggestion arise regarding this policy please contact [Insert Team And Contact Information Here].

1. **SCOPE**

This policy will apply to all paper documents, public information, and confidential information (as defined in Section 4 below) belonging to [Enter Your Company Name Here] or to which [Enter Your Company Name Here] is a party or signatory.

1. **RESPONSIBILITIES**

**Senior management** is responsible for ensuring that this policy is followed at all Company locations. One member of senior management is appointed as the Document Control Administrator (DCA) with the responsibilities outlined below. Other members of senior management are responsible for applying this policy within their areas of responsibility.

The role of DCA currently assigned to the [Enter The Name Of The Position Responsible]should advise and direct the implementation of this policy, including ensuring all employees are aware and have been trained on how to implement.

**Employees:** All [Enter Your Company Name Here] employees are responsible for complying with this policy.

1. **DEFINITIONS**

**4.1. Document -** Any paper information that contains information about [Enter Your Company Name Here], its owners, employees, subsidiaries, clients, associates, contractors, and business partners.

**4.2** **Public Information:** [Documents](https://en.wikipedia.org/wiki/Document) or pieces of information that are not considered [confidential](https://en.wikipedia.org/wiki/Confidential) information.

**4.3 Clean Desk:** All employee desktops should be organized in a manner whereby only material currently in use or to be immediately used should be visible. In the event of an employee having extended periods away from their desk, public information is neatly organized in folders and strictly confidential information should be locked away.

**4.4 DISCLAIMER Legal and Financial Regulations:** Please note, some jurisdictions and domains, human resource, legal, and financial documents may have specific rules and regulations governing their retention, distribution, storage, and destruction. Please contact the DCA for specific information, direction, and practices regarding those documents in relation to this clean desk policy.

**5. CLEAN DESK PROCEDURES**

This section describes clean desk procedures for all employees and governs all types of information which is recorded by employees including **public, confidential information,** and **general business information.**

**5.1 ONSITE:** At [Enter Your Company Name Here], our clean desk policy requires that all confidential information not be left in public view on your desk when you are not there for any extended period of time. For example, during any breaks throughout the workday, any and all confidential documents are to be stored in a lockable filing cabinet. This applies to digital information as well as paper documents. Computer screens are to be password protected and all workplace mobile phones should always be either locked away as well or kept with the employee. It is workplace practice to put any wastepaper or unwanted paper documents in the Shred-it secure recycling consoles, not garbage cans or recycling bins.

**5.2 OFF-SITE**: It is every employee of this company’s responsibility, in accordance with privacy protection legislation, to protect the confidential information of our business, its employees, partners, and clients. Confidential information should only be taken home if absolutely necessary. If an employee is accessing and printing company files on a home computer, all computer security software must be up-to-date and effective. Any paper produced at home that is not in immediate use should be destroyed at the workplace in the Shred-it secure recycling consoles.