

Clean Desk Policy

Definitions

Clean Desk

A „Clean Desk“ is a workstation where no papers, documents, or data storage devices are accessible to unauthorized persons. Confidential information should always be stored away in lockable cabinets or drawers.

Confidential Information

Confidential information includes, but is not limited to, financial data, customer and supplier data, intellectual property, strategic documents, marketing materials, and personal data.

Goal

The Clean Desk Policy helps to protect sensitive data and keep workstations clean, tidy, and organized.

Applicability

This policy applies to all employees, guests, and third parties who have access to the work areas and work stations of *(Name of the Company)*.

Guidelines

1. Physical documents containing confidential information must be kept secure and locked away to prevent unauthorized access.
2. Protection of Digital Data:
 - o All devices must be protected by a secure password.
 - o Work equipment, such as computers and tablets, must either be turned off or put into standby mode when leaving the workstation.
 - o It is recommended to activate password-protected screen locks when leaving the workstation for a short period.
3. Leaving the Workstation:
 - o Employees are required to leave their workstation clean and tidy at the end of the working day.
 - o All personal items and private work equipment must be removed and can be stored in the storage facilities provided for this purpose.

Compliance and Monitoring

Compliance with the Clean Desk Policy is essential for protecting sensitive data and maintaining a professional working environment. Violations of this policy may result in disciplinary action..

As of: