




Clean Desk Tips

A clean desk policy outlines staff responsibility when they leave their workspace unattended, to reduce exposure of information to unauthorised parties.

Maintain a tidy and organised working environment with our 5 tips:

- **1 Provide a password manager** – A password manager will store passwords and automatically apply them to online accounts, minimising written passwords left on a desk in plain sight.
- **2 Lock sensitive information away** – Provide lockable storage facilities, to file away important documentation and conceal portable media (including USBs, tablets, laptops, etc.).
- **3 Password protect devices** – All unattended devices must be locked with a password, passcode or biometrics (fingerprint/facial recognition). Screens can lock automatically during inactivity, but this setting must not be used as a primary solution, staff must be encouraged to always lock their screens when they leave their desk.
- **4 Provide a shredder** – A shredder securely disposes redundant documentation. Cross-cut shredders prove most effective to reduce the likelihood of reconstruction. Other methods of document destruction may be better suited to an organisation.
- **5 Keep whiteboards clean** – Following a meeting, innovative ideas are often left on a whiteboard in plain view of unauthorised parties. Immediately transfer all notes from the whiteboard, then clear it away.