IM Month 2021: Declutter Challenge

Challenge 14:
Clean Desk / Clear Screen

April 21

Declutter Challenge – Clean Desk Clear Screen

A Clean Desk Policy outlines key objectives supporting an organization's IM compliance. It outlines key practices we should follow to protect information. Let's look at a few of them.

Locking your computer or other device:
Each time you step away for your computer you should lock the screen. The automatic timeout set by your organization in the system settings should be thought of as a back-up should you accidently forget to do it yourself.

Use the Windows Key + L as a quick keyboard shortcut.
(If you are using an Apple computer use CTRL + Command + Q)

Secure Printing
Remember that when printing documents containing personal, sensitive or confidential information that it is best practice to use the "Secure Print" function available on many multi-function device(s). By doing so it decreases the risk of unauthorized access to, or disclosure of, personal and/or confidential information. Where that option is not available, it is best not to print unless you are able to pick-up the print job(s) immediately. Consider setting secure print to on by default.

Clean Desk
Work spaces should be tidied daily to ensure information is not left out and accessible by others. By doing so it decreases the risk of unauthorized access to, or disclosure of, personal and/or confidential information. Files of a highly sensitive nature should always be securely stored when not in use.