

Make Time @Work for IM!



Employees are responsible for managing and protecting the government information they use to do their jobs. The Office of the Chief Information Officer (OCIO) is asking you to take a minute at the beginning of your meeting to review this Information Management (IM) best practice. Remember, small changes in the way you work can make a big impact on our compliance with government's IM requirements.

Workstation Best Practices

There are a number of simple steps you can take at your workstation to manage and protect information. On any given day there are a number of people who may be near your workstation who should not have access to the information you work with, including the public, other employees, building staff and delivery persons.

Consider the following workstation best practices:

- ◆ Maintain a clean desk with papers retained in cabinets or drawers
- ◆ Lock your workstation whenever you leave your desk by holding down the Ctrl-Alt-Delete keys on your keyboard
- ◆ Lock cabinets and drawers
- ◆ Book meeting rooms to discuss sensitive matters
- ◆ Be conscious of those around you when soliciting information from another person, over the phone, or when viewing sensitive information on your screen
- ◆ Use headphones if on a Microsoft Lync meeting

To learn more about IM Best Practices contact your departmental IM division or visit the OCIO website: www.ocio.gov.nl.ca

For more information visit www.ocio.gov.nl.ca
or email us at IM@GOV.NL.CA

