Clear Desk And Screen Policy

Version: 1.0
Date: 24th May 2018
Author: MRC Print Limited

Introduction

To improve the security and confidentiality of information MRC Print Limited has adopted a Clean Desk & Clean Screen Policy for computer and printer workstations.

This ensures that all sensitive and confidential information, whether it be on paper, a storage device, or a hardware device is properly locked away or disposed of when a workstation is not in use. This policy will reduce the risk of unauthorised access, loss of, and damage to information during and outside of normal business hours or when workstations are left unattended.

Scope

This policy applies to all permanent, temporary and contracted staff working at MRC Print Limited.

Clear Desk Policy

- Make sure all sensitive and confidential paperwork is removed from the desk and locked in a drawer filing cabinet. This includes mass storage devices such as CDs, DVDs and USB drives

- All waste paper that contains sensitive or confidential information must be placed in the designated confidential waste bins. Under no circumstances should this information be placed in regular waste paper bins

- Computer workstations must be locked when the desk is unoccupied and completely shut down at the end of the work day

- Laptops, tablets, and other hardware devices must be removed from the desk and locked in a drawer or filing cabinet

- Keys for accessing drawers or filing cabinets should not be left unattended at a desk

- If you are unsure of whether a duplicate piece of sensitive documentation should be kept – it will probably be better to place it in the shred bin

- Always clear your workspace before leaving for longer periods of time

- Information that is classified may be left out for up to 5 minutes, provided those present are authorised to view the information. Otherwise, it should be removed from view or secured appropriately

- All internal doors shall be closed when working areas are unattended and at the end of the working day

- Blinds or PC/laptop screens shall be closed, information boards or any protectively marked or sensitive information shall be positioned so it cannot be viewed by a passer-by

- All whiteboards shall be wiped clean, when working areas are unattended and at the end of the working day

- All photocopiers shall be cleared of printed material when working areas are unattended and at the end of the working day

MRC
PRINT LTD

Clear Screen Policy

- For all MRC Print Limited IT systems, computer screens should be angled away from the view of unauthorised persons

- All users shall ensure that any information at OFFICIAL/SENSITIVE level shall not be overseen by those without a need to know

- Screens shall be cleared or locked when talking to unauthorised persons

- All computer terminals shall have the auto screen saver set to activate when there is no activity for a period, suggested as no longer than 5 minutes. (If users have access to SECRET material then the auto screen saver period shall be set for a period of no longer than 5 minutes inactivity)

- Users shall invoke the screen lockout for periods when they are away from their device for no longer than 45 minutes. For periods longer than 45 minutes and at the end of the working day they shall log off or shut down the device and switch off the screen

- For IT systems processing SECRET information the screen lockout shall be invoked for a period of no longer than 15 minutes inactivity

- Users shall be required to re-authenticate to unlock their screens

Compliance

This policy will be officially monitored for compliance and may include random and scheduled inspections.

Non-Conformance

All policies require the participation of staff and contractors to be successful. Any employee or contractor found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

End of document.

MRC
PRINT LTD