

Directions for the Administrator

One of the easiest ways to avoid an information breach is to tightly manage how paper documents are handled in the workplace. Clutter and disorganization can quickly lead to the loss of confidential information. As part of our ongoing commitment to creating a secure workplace, we are pleased to offer this complimentary clean desk policy as a way to ensure you remain securely protected. This policy is designed to help protect documents and data from unauthorized access, regardless of work location.

Let's Get Started ☒ Check off each item as you work towards implementing the clean desk policy.



☐ **Customize the attached policy template for your business.**

Throughout the template, we have indicated where you should include your company name as well as a place to include your logo. The document can be further customized to include other information and rules and regulations as you see fit.



☐ **Make sure you have locked consoles and IT support.**

You can't implement a clean desk policy unless your employees have lockable desks and/or cabinets. You need to ensure that when confidential information is in the workplace, it remains secure. You will also need to ensure that you have up-to-date security software and that IT initiates screen locking on all computers.



☐ **Train your employees.**

Once you have customized your clean desk policy and have it approved by key stakeholders, it's time to train and educate your staff on the policy and why it is so important for everyone to follow it. You know your workplace best, so plan your policy training based on what works best for your employees—a town hall, departmental lunch and learns—it's up to you!



□ Post reminders about the policy throughout the office where paper is produced.

We've included an 8.5" x 11" poster for you to distribute around the office. You can post it throughout your workplace and in all departments—reminding employees of the importance of consistently following the policy. Sensitive information should be protected at all times from anyone who may pass by, including other employees, cleaners, and office visitors.



□ Conduct periodic spot checks.

We recommend you assign the responsibility of periodic spot checks to certain staff members or departmental managers. A quick audit from time to time ensures your employees are following your new policy and reinforces its importance, refreshes memories, and is a great way to get everyone involved.



□ Use findings to update your policy.

If you notice that certain employees or departments are not following the clean desk policy, there may be very simple reasons why they are not complying. Or, they may not truly understand the risks associated with an information security breach for the company and everyone employed. For instance, consider whether you may need to further educate or simply provide more lockable storage options.



□ Retrain as needed.

The clean desk policy is a pretty simple policy for employees to follow because they will very quickly see the benefits in terms of organization and security. But, as we all know, the most successful policies are discussed, adapted, and circulated on an ongoing basis. Consider doing a quarterly employee refresher.



□ Reward policy adoption.

Recognized employees make a happy workplace. Celebrate the successful implementation of your new policy. After 3 to 6 months you can choose to formally reward policy ambassadors for their leadership. Whether this is announced in a meeting, newsletter, or through email, it can serve as a means to drive home the benefits of the policy for everyone.