



[Company]

# CLEAR DESK AND CLEAR SCREEN POLICY

Maintaining a clear desk and clear screen of confidential information



## Document Version Control

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## Purpose

The purpose of this policy is to reduce the risks of unauthorized access, loss of and damage to information during and outside normal working hours.

## Scope



## Clear Desk and Clear Screen Policy

### Principle

Clear desk and clear screen are ensuring that resources of value and confidential information are secured from unauthorised access, loss, or damage when not in use.

### Internal, Confidential and Critical Information





### **Printers, Photocopiers and Reproduction Technology**



### **Cash, Cheques, Bank Cards, Payment Devices**





## Media Disposal



## Desk Cleaning





## Policy Compliance

