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Information Technology Department

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1.0 Revision History

Version	Date	Author(s)	Change Description
1.0	10/17/2017	Lane Blanchard	Initial Draft document
1.1	12/15/2018	Lane Blanchard	NONE
1.2	11/05/2019	Lane Blanchard	NONE
1.3	01/15/2021	Lane Blanchard	NONE
1.4	04/04/2023	Lane Blanchard	NONE

2.0 Policy Approval

Name of Approver: Shaima Coffey

Title of Approver: ISA and Executive Director

Approval Date: ?

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3.0 Purpose

A clean desk policy can be an important tool to ensure that all sensitive/confidential materials are removed from an end user workspace and locked away when the items are not in use or an employee leaves his/her workstation. It is one of the top strategies to utilize when trying to reduce the risk of security breaches in the workplace. Such a policy can also increase employee's awareness about protecting sensitive information.

The purpose for this policy is to establish the minimum requirements for maintaining a "clean desk" – where sensitive/critical information about our employees, our intellectual property, our customers and our vendors is secure in locked areas and out of site. A Clean Desk policy is not only ISO 27001/17799 compliant, but it is also part of standard basic privacy controls.

4.0 Policy Details

4.1 Employees are required to ensure that all sensitive/confidential information in hardcopy or electronic form is secure in their work area at the end of the day and when they are expecting to be away for an extended period.

4.2 Computer workstations must be locked when workspace is unoccupied.

4.3 Computer workstations must be logged off at the end of the workday, but left on to ensure updates can occur.

4.4 Any Restricted or Sensitive information must be removed from the desk and locked in a drawer when the desk is unoccupied and at the end of the workday.

4.5 File cabinets containing Restricted or Sensitive information must be kept closed and locked when not in use or when not attended.

4.6 Keys used for access to Restricted or Sensitive information must not be left at an unattended desk.

4.7 Portable computing devices, such as laptops and tablets, must be either locked with a locking cable or locked away in a drawer.

4.8 Passwords may not be left on sticky notes posted on or under a computer, nor may they be left written down in an accessible location.

4.9 Printouts containing Restricted or Sensitive information should be immediately removed from the printer.

4.10 Upon disposal Restricted and/or Sensitive documents should be shredded in the official shredder bins or placed in the lock confidential disposal bins.

4.11 Whiteboards containing Restricted and/or Sensitive information should be erased.

4.12 Treat mass storage devices such as a CDROM, a DVD or a USB drive as sensitive, and secure them in a locked drawer.

4.13 All printers and fax machines should be cleared of papers as soon as they are printed; this helps ensure that sensitive documents are not left in printer trays for the wrong person to pick up.

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5.0 Policy Compliance

5.1 Compliance Measurement

The College of Pharmacy Information Security Manager (ISM), or their designee, will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru inspections, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner and privacy committee.

5.2 Exceptions

The College of Pharmacy Information Security Manager (ISM), or their designee must approve any exception to the policy in advance.

5.3 Non-Compliance

An employee found to have violated this policy would be subject to disciplinary action, up to and including termination of employment.

6.0 Policy Scope

This policy applies to all College of Pharmacy employees.

7.0 Related Policies

No related policies were provided

8.0 Definitions

No definitions were required for this policy.

9.0 Supporting Information

No additional supporting information was provided.