

Security Awareness Message

April 2012

A clean desk is a secure desk ...



Staff are reminded that office areas are often frequented by clients or other visitors, consultants, vendors, cleaning and maintenance crews and fellow employees that have no business seeing what you are working on.

Staff are reminded daily before leaving, where feasible:

- ✓ Lock confidential documents and computer media in drawers or locked filing cabinets.
- ✓ Physically secure laptops or other portable devices.
- ✓ Lock or secure your device before walking away (Ctrl+Alt+Delete or windows key + l) or lock your tablet, so that a password is required to resume work.

Do not post sensitive documents in your work area, including but not limited to:

- User IDs & Passwords
- Contracts
- Account numbers
- Client lists
- Employee records

At the end of the day, staff should:

- Secure confidential material
- Lock drawers, file cabinets and offices
- Secure computer equipment (laptops, iPads, etc.)