



## Becker College Clean Desk Policy

### *Overview*

The purpose for this policy is to establish a culture of security and trust for employees at Becker. An effective clean desk effort involving the participation and support of Becker employees can greatly protect paper documents that contain sensitive information about our students, employees, donors, alumni, parents and friends. Employees that handle sensitive information should familiarize themselves with the guidelines of this policy.

### *Purpose*

The main reason for a clean desk policy is as follows:

1. It reduces the threat of a security incident by locking confidential information when unattended; sensitive documents left in the open can be stolen by a malicious entity.

### *Scope*

At known extended periods away from your desk, such as a lunch breaks or meetings, sensitive working papers containing Level 1 or 2 data are expected to be placed in locked drawers or in a locked office. At the end of the working day, the employee is expected to tidy his or her desk and to put away all office papers that contain Level 1 or 2 data or lock his or her office. Becker will provide locking desks and filing cabinets for this purpose.

### *Actions*

- a. Allocate time in your calendar to clear away your Level 1 and 2 paper work.
- b. Always clear your workspace of Level 1 and 2 paper work before leaving for longer periods of time.
- c. If in doubt – check with your supervisor. If you are unsure of whether a duplicate piece of Level 1 or 2 documentation should be kept – check with your supervisor to determine if you should keep it or destroyed it.
- d. Destroy Level 1 or 2 documents when they are no longer needed through cross-cut shredders or locked Retrievox boxes.
- e. Lock your desk, filing cabinets and/or your office at the end of the day. Don't keep the keys in the drawer.
- f. If you have portable computing devices such as laptops or PDAs, lock your door at the end of the day.
- g. If you are storing any Level 2 data on CDs, secure them in a locked drawer. Don't keep them in your PC when unattended.

### *Tips to Keeping a Clean Desk*

- If you store sensitive information (usernames, passwords, etc.) in day planners or notebooks, keep them in a locked drawer when you are away from desk for extended periods of time, including overnight.
- Lock your office door when you're gone for extended periods; if you don't have an office, lock your cabinets. Do not leave keys in their locks.
- Never leave your access cards or keys out anywhere; always keep them with you; notify College Police immediately if access cards or keys are missing.



- Lock your computer when you leave your desk for an extended period of time, including overnight.
- Do not leave portable media with sensitive information, such as CDs or USBs, in drives or attached to your computer.
- Enable a password-protected screen saver.
- Never write your passwords on a sticky note nor try to hide them anywhere in your office.
- Remove printouts from printers before leaving your office.
- Shred sensitive printouts when you are done with them using a cross-cut shredder.
- Clear cache files on computer and memory on devices like printers regularly.
- Do not use bookshelves to store binders with sensitive information. Label those binders accurately and lock them up.