PROCEDURE

Subject:	**Clean Desk / Clear Screen**	**Number:** 2.60.03
Source:	Vice President, Planning and Institutional Effectiveness	**Reference (Rule #)** 6HX14-2.60
President's Approval/Date:	**4/10/18**	

PURPOSE:

The purpose of the Clean Desk / Clear Screen Procedure is to reduce the threat of a security incident by securing sensitive information when not in use.

SCOPE:

This procedure applies to:

- Users, systems, and locations;
- Employees, contractors, service providers; and
- Applies to all facilities.

POLICY STATEMENT:

Staff shall secure sensitive information and workstations when not in use. For data classification information and examples, see the SCF Data Classification Guidelines.

- Confidential information shall be locked when not in use or direct control (e.g., within sight).
- Restricted information shall be secured (e.g., placed in desk out of sight) when not in use.
- Public data need not be secured when not in use.
- Screens must be locked when leaving the workstation unattended.

Contractors and vendors shall secure sensitive information and workstations when not in use. For data classification information and examples, see the SCF Data Classification Guidelines.

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- Restricted information shall be secured (e.g., placed in desk out of sight) when not in use.
- Public data need not be secured when not in use.
- Screens must be locked when leaving the workstation unattended.

Clear Screen

- Users must "log off" their computers or use a password protected lock screen when their workspace is unattended. Computers will lock automatically and all users must re-authenticate after 15 minutes of inactivity (i.e., inactivity timeout).

Other Work Areas

- Users must retrieve sensitive information sent to shared printers in a timely manner.
- Sensitive information on whiteboards must be erased when unsecured.

NONCOMPLIANCE: Any employee/contractor found to have violated this procedure may be subject to disciplinary action, up to and including termination of employment. Service providers found to have violated this procedure may be subject to financial penalties, legal action, and including termination of contract.