

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 9.1.4

Title: Clean Desk Policy	
Originated by: Josh Gfeller- Chief Information Security Officer	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on:

Policy Statement:

The purpose for this policy is to establish the minimum requirements for maintaining a “clean desk” – where sensitive/critical information about our employees, students our intellectual property, and our vendors are 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.

Procedure:

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 expected to be gone for an extended period. Examples of sensitive/confidential information include but are not limited to financial account numbers, social security numbers, driver’s license numbers, and medical records.
2. Computer workstations must be locked when the workspace is unoccupied.
3. Any Restricted or Sensitive information must be removed from plain sight and secured when the desk is unoccupied and at the end of the workday.
4. File cabinets containing Restricted or Sensitive information must be kept closed and locked when not in use or when not attended.
5. Keys used for access to Restricted or Sensitive information must not be left at an unattended desk.
6. 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.
7. Printouts containing Restricted or Sensitive information should be immediately removed from the printer.
8. Upon disposal, Restricted and/or Sensitive documents should be shredded in the official shredder bins or placed in the lock confidential disposal bins.
9. Whiteboards containing Restricted and/or Sensitive information should be erased.
10. Treat mass storage devices such as CDROM, DVD or USB drives as sensitive and secure them in a locked drawer
11. All printers and fax machines should be cleared of papers as soon as they are printed; this helps to

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ensure that sensitive documents are not left in printer trays for the wrong person to pick up

Policy Compliance

1. Compliance Measurement

MATC's administration team will verify compliance to this policy through various methods, including but not limited to, periodic walk-through, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

2. Exceptions

Any exception to the policy must be approved by the administration team in advance.

3. Non-Compliance

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