Clean Desk/Office Policy

<DATE>
<OFFICIAL SPONSORING POLICY> i.e. Director of Information Technology, John Doe
HIPAA/HITECH 164.310(b), 154.312(a)(2)(iii,) ISO/IEC 27001 A.9.1.3, A.11.5.5

Purpose

The purpose of the Clean Desk Policy is to ensure confidentiality in all client matters. This document establishes procedures to ensure compliance with government regulations, legal industry standards and to security best practices.

Scope

This policy will apply to all employees of <firm>

Safeguarding Responsibilities

Employees with physical possession of documents containing Personally Identifiable Information (PII) or any other confidential information must store those documents in a locked filing cabinet, locked desk or office when not actually working on them, when away from their desks, or when leaving for the day. Employees must ensure that no documents are left on their desks unattended overnight. Employees working in cubicles must turn work papers face-down before leaving their cubicles temporarily.

All employees may not dispose of sensitive information or any document containing PII in the trash. Management must delegate the task of ensuring that all copier/printer areas are free from sensitive information at the end of every day. Any documents not retrieved by employees must be disposed of in the secure shredding bins designated by the firm. Employees must ensure that no documents containing sensitive information or PII remain in the copy/printer areas overnight.

All workstations, when feasible, should be positioned to limit the ability of unauthorized individuals to view ePHI or any other sensitive data.

Unattended computers should be locked or logged off so that the information displayed on the screens cannot be viewed by anyone other single user of the computer. Computers should be configured to automatically lock or engage password protected screensaver after an unattended duration of 15 minutes.

Enforcement

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. A violation of this policy by a temporary worker, contractor or vendor may result in the termination of their contract or assignment with <company name>.

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