



# Clean Desk Guidelines

July, 2013

## How to Protect Information and Personal Belongings

Human Resources and Skills Development Canada encourages a clean desk practice to prevent the unauthorized disclosure of sensitive information and the loss of personal items.

### Throughout the day:

- Physically secure laptop computers with locking cable
- Secure information on your computer by locking your workstation using “Ctrl-Alt-Del-Enter” whenever you are away from your desk
- Store sensitive documents in locked desks and cabinets when away for long periods of time
- Secure personal valuables
- Keep office and cabinet keys with you
- When not in use, store department-issued and approved portable electronic media devices (i.e. USB drive) in locked cabinets
- Safely dispose of sensitive documents by using RCMP approved shredders or placing sensitive waste in secure and approved disposal containers

### Do not post sensitive information in your workspace including:

- User IDs or passwords
- Contracts
- Protected client data
- Employee information or records

### At the end of the day:

- Tidy up and secure sensitive material in accordance with the Information Classification Guide
- Secure equipment (i.e. Blackberry) by keeping on your person or locking in secure cabinet
- Clear documents from printers and fax machines
- Lock drawers, cabinets and office doors
- Log off your workstation by selecting “Start, Shut Down, Restart, OK”

**This Guideline was developed in collaboration between the Departmental Security Officer and IT Security Coordinator.**