\*\* FREE PREVIEW VERSION \*\*

[organization logo]

[organization name]

**CLEAR DESK AND CLEAR SCREEN POLICY**

|  |  |
| --- | --- |
| Code: |  |
| Version: |  |
| Date of version: |  |
| Created by: |  |
| Approved by: |  |
| Confidentiality level: |  |

**Change history**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Created by** | **Description of change** |
| dd.mm.yyyy | 0.1 | EUGDPRAcademy | Basic document outline |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Table of contents**

[1. Purpose, scope and users 3](#_Toc496561606)

[2. Reference documents 3](#_Toc496561607)

[3. Clear desk and clear screen policy 3](#_Toc496561608)

[3.1. Workplace protection 3](#_Toc496561609)

[3.1.1. Clear desk policy 3](#_Toc496561610)

[3.1.2. Clear screen policy 3](#_Toc496561611)

[3.2. Protection of shared facilities and equipment 3](#_Toc496561612)

[4. Validity and document management 4](#_Toc496561613)

# Purpose, scope and users

The purpose of this document is to define rules to prevent unauthorized access to information in workplaces, as well as to shared facilities and equipment.

This document is applied to all workplaces, facilities and equipment located within [organization name].

Users of this document are all employees of [organization name].

# Reference documents

* ISO/IEC 27001 standard
* IT Security Policy
* [Information Classification Policy]

# Clear desk and clear screen policy

All information classified as "Internal use," "Restricted" and "Confidential" as specified in the [Information Classification Policy] are regarded as sensitive in this Clear Desk and Clear Screen Policy.

## Workplace protection

### Clear desk policy

If the authorized person is not at his/her workplace, all paper documents, as well as data storage media labelled as sensitive, must be removed from the desk or other places (printers, fax machines, photocopiers, etc.) to prevent unauthorized access.

\*\* END OF FREE PREVIEW \*\*

To download full version of this document click here: <https://advisera.com/eugdpracademy/documentation/clear-desk-and-clear-screen-policy/>