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**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** |
|  | 0.1 | 27001Academy | Basic document outline |
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# 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 the entire Information Security Management System (ISMS) scope, i.e. to all workplaces, facilities and equipment located within the ISMS scope.

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

# Reference documents

* ISO/IEC 27001 standard, clauses A.7.7 and A.8.1
* Information 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 mobile (endpoint) devices and data storage media labeled as sensitive, must be removed from the desk or other places (printers, fax machines, photocopiers, etc.) to prevent unauthorized access.

Such documents, mobile devices, and media must be stored in a secure manner in accordance with the [Information Classification Policy]. When documents and storage media are no longer required, they must be disposed of in accordance with the [Disposal and Destruction Policy].

### Clear screen policy

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