Clear Desk and Clear Screen Policy

Vishwakarma University

Title: Clear Screen & Clear Desk Policy	Doc No.:
Approval Date: 18-07-2020	Review: Annual
Effective Date: 19-07-2020	Department: System and Technology

Ver. No	Release Date	Owner	Approved By	Change details
1.0	19-07-2020	CISO	Vice Chancellor	Initial

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1. Purpose

To improve the security of information of the VU, that has adopted a clear desk policy for papers and removable storage media, information assets and clear screen policy for information processing facilities.

This is to reduce the risk of unauthorized access, loss of, and damage to information during and outside normal working hours or when areas are unattended.

2. Scope

This policy applies to all permanent, temporary Staff or any third party vendors that works or are employed by the VU, and interns who can access information under supervision.

3. Objective

The objective of this policy is to establish a culture of security and trust for all staff at VU. An effective clear screen & clean desk efforts involving the participation and support of all VU's staff can greatly protect information assets that contain sensitive information about VU's Students, Staff and vendors.

4. Policy

- Where practically possible, paper and computer media should be stored in suitable locked safes, cabinets or other forms of security equipment when not in use, especially after office hours.
- Important files/ information should not be stored on desktop.
- Where lockable safes, filing cabinets, drawers, cupboards etc. are not available, office / room doors must be locked if left unattended.

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- Confidential sensitive or classified information, when printed, should be cleared from printers immediately.
- Unauthorized use of photocopier, scanners, printers and digital cameras is prohibited.
- VU's computers / computer terminals shall not be left logged on when unattended and shall be password protected.
- The Windows Security Lock should be set to activate when there is no activity for a short pre-determined period of time. Users should log off or lock their machines (by pressing the Windows key and L) when they leave the room.

5. Enforcement

Any Staff found to have violated this policy may be subject to disciplinary action, up to and including termination of employment

6. Reference Document

- Acceptable use of information assets policy
- HR IT policy

7. Distribution List

The following users have access to this policy:

- All Staff of Vishwakarma University

8. Acronyms

- VU: Here it refers to Vishwakarma University
- Staff: Here it refers to Teaching Staff/ Non-Teaching Staff/ Office Staff/ Peons

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