

Policy Number:	8021
Policy Title:	Clean Desk Policy
Approved by:	President
Approval date:	July 01, 2021
Effective date:	July 01, 2021
Review date:	June 30, 2021
Next review date:	June 2024

### **Policy Statement**

The purpose of this policy is to establish a culture where the importance of protecting the Personal Information and Controlled Data collected and stored by University Canada West (the “University” or “UCW”) is paramount. An effective clean desk effort involving the participation and support of all UCW employees can greatly protect highly sensitive information about our students, faculty, staff, customers and vendors as well as maintain a professional and healthy workspace. All employees should familiarize themselves with the guidelines of this policy.

### **Purpose**

The main reasons for this clean desk policy are:

- Allows for the development of professional and secure work habits that promote a trustworthy and healthy work environment
- It reduces the threat of a security incident as sensitive information will be locked away when unattended
- Avoid documents containing Personal Information or Controlled Data from being stolen by a malicious entity or mistakenly misplaced by unsuspecting bystanders
- A clean desk produces a professional and positive image around the University

### **Scope**

This Policy applies to all employees of the University, including administrators, faculty and staff.

This Policy applies during working hours, and outside of working hours in connection with any activities that relate to the University’s business.

**Definitions**

These definitions apply to terms as they are used in this policy:

Word/Expression	Definition
<b>Personal Information</b>	Information about an identifiable individual, but it does not include their business contact information. Personal information generally does not include an employee’s work product or information an employee compiles in the course of carrying out their employment responsibilities.
<b>Controlled Data</b>	data such as proprietary data, graded papers, etc. which must be protected and stored securely.

**Related policies**

Policy Number	Policy Title
6751	Information Privacy & Security

**Associated procedure**

Procedure Number	Procedure Title
8021p	Clean Desk Procedure

**Responsibility**

The UCW senior staff member that is responsible for the overall administration of the policy and associated procedure.

**Example of non-compliant workspace:**

**Example of a compliant workspace:**

