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

1. Purpose

1.1. This procedure is designed to support the Clean Desk Policy.

2.   Responsibility of Workers

2.1 All faculty, staff, and entities working on behalf of University Canada West are subject to this Policy. Students are also encouraged to develop similar strategies in appropriate settings.

3. Procedure

- Users must ensure that all Personal Information or Controlled Data in hardcopy or electronic form is removed from their workspace and secured in a drawer when the desk is unoccupied or at the end of the workday.

- Computer workstations must be locked when the workspace is unoccupied and at the end of the workday.

- File cabinets containing Personal Information or Controlled Data must be kept closed and locked when not in use or when left unattended

- Laptops, tablets and any other portable computing device must be either secured with a locking cable, locked in a drawer or secured room

- Passwords or any other sensitive information may not be written down and left in an accessible location.

- Printouts containing Personal Information or Controlled Data should be immediately removed from the printer

- Documents containing Personal Information or Controlled Data must be shredded upon disposal

- Whiteboards containing Personal Information or Controlled data must be thoroughly erased

- Storage devices when not in use such as CD's, DVD, hard drives, USB drives, etc. containing Personal Information or Controlled Data must be secured in a drawer and data must be encrypted

- Keys used to access Personal Information or Controlled Data must be secured in a locked desk

- All garbage must be disposed in the provided garbage or recycling receptacle at the end of day

- Managers /Supervisors must verify compliance with this policy through various methods including periodic walk-throughs of work areas

- The UCW workspaces allow food and drink to be consumed within the workspaces, subject to some restriction. In the workspace, both food and drinks in closed top containers (e.g. thermos, tumbler, etc.) are permitted. Workspace users are expected to clean up after themselves and dispose of any unwanted food items, wrappings, and containers in the appropriate garbage or recycling receptacle. Workspace users must exercise caution when eating or drinking at their workspaces and avoid any spills or food leftovers.

- Be considerate of others and clean up after yourself

4. Breach of this Policy

4.1. Any breach of this Policy must be reported to the IT Department and the employee's Department Manager.

4.2 Any employee who fails to comply with this Policy may be subject to disciplinary action, up to and including termination of employment.

5. Amendments to the Policy

5.1. The University reserves the right to amend or update this Policy from time to time at its sole discretion.