



HUMAN RESOURCE POLICY

2.0 IPC EXPECTATIONS **2.10 CLEAN DESK SECURITY POLICY**

Purpose

To ensure sensitive information in work spaces is safeguarded.

Application

This policy applies to all IPC employees.

Policy

Users must safeguard sensitive information in their workspace from unauthorized access, loss or damage by:

- Clearing desktops and work areas;
- Locking hard copy sensitive information in an appropriate cabinet;
- Locking portable storage devices with sensitive information (USB sticks, CDs and electronic media) in an appropriate cabinet;
- Activating a password-protected screen saver;
- Safeguarding incoming and outgoing mail;
- Retrieving documents from printers and fax machines; and
- Ensuring that unneeded sensitive hard copies are shredded using a crosscut shredder.

When visitors, cleaning staff or other personnel are in the area, safeguard sensitive information by:

- Covering up and maintaining control of hard copy files;
- Blanking computer screens or activating the password-protected screen saver.

Sensitive information must not be discussed in public or other areas where there is a risk of being overheard by unauthorized personnel.

Compliance and disciplinary action

In cases where it is determined that a breach or violation of IPC policies has occurred, the Commissioner will initiate corrective measures including restricting access to services or initiating disciplinary action up to and including dismissal, or in the case of a contractor, vendors, or agents, the termination of a contract or agreement with the contractor, vendor or agent.

Exceptions

In certain circumstances, exceptions to this policy may be allowed based on demonstrated business need. Exceptions to this policy must be formally documented and approved by the Commissioner. Policy exceptions will be reviewed on a periodic basis for appropriateness.

Authority

The Freedom of Information and Protection of Privacy Act, section 43.1

Influencing Source

Clean Desk Security Policy, Information Security Branch, Ministry of SaskBuilds and Procurement