

## *For the Record...*

### CLEAN DESK, CLEAR SCREEN

**There are a number of simple steps you can take at your workstation to manage and protect information. On any given day, there are a number of people who may be near your workstation who should not have access to the information you work with, including the public, students, other employees, delivery persons, etc.**

Consider the following workstation best practices:

- Maintain a clean desk with papers retained in cabinets or drawers.
- Lock confidential information in a drawer or file cabinet when the workstation is unattended and at the end of the workday.
- Lock your computer whenever you leave your desk by holding down the Ctrl-Alt-Delete keys on your keyboard.
- Be conscious of those around you when asking for information, especially personal information, from someone in person or over the phone, or when viewing sensitive information on your screen.
- Book meeting rooms to discuss sensitive matters.
- Use the Secure Print function when printing confidential documents
  - See the Sustainability Office's *Printing Tips to Reduce Paper Use* for detailed instructions: [www.mun.ca/sustain/initiatives/printing\\_tips.php](http://www.mun.ca/sustain/initiatives/printing_tips.php)
- Never write your password(s) down.
- Never allow someone else to use your computer while you are logged in.
- Do not store important/sensitive information on your local computer's hard drive. Use a network drive. If you're not sure about how to do so, contact ITS Service Desk at [help@mun.ca](mailto:help@mun.ca) or (709) 864-4595.
- Shut down your computer at the end of the work day.