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
- 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 or (709) 864-4595.
- Shut down your computer at the end of the work day.