

# Clean Desk Policy



## Introduction: How to Use This Tool

Like most companies, you may rely on an array of IT solutions to protect the personal information of your customers, clients, employees and business associates against hackers, malware and other cyber threats. But all of these data security measures can be undone by the unwitting actions of a single employee. As HR manager, you need to ensure that you have the right employee policies to prevent inadvertent breaches from happening at your organization. That includes a “clean desk” policy requiring employees to take specific measures to keep the personal data in their workstations secure from theft and the prying eyes of third parties without authorization to access it. Here’s a Model Clean Desk Policy based on laws that you can adapt for your own situation.