Clean Workspace

Keep your workstation clean to avoid accidentally sharing confidential information

• Never write down a password and store it in plain view on your desk.
• Ensure that your screen is locked before stepping away from your desk, even if it’s just for a moment.
• Keep any physical copies of important or confidential documents in a locked filing cabinet.
• Shred documents containing sensitive information as soon as you’re done using them.
• Maintain a clean workstation where all documents and equipment are secured.