

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.

