

## Clean Desk Policy

### 1. Overview

- a. The purpose for this policy is to establish a culture of security and trust for all faculty, staff, and students. An effective clean desk effort involving the participation and support of all Southern Illinois University Carbondale employees can greatly protect paper documents that contain protected information about our students, customers and vendors. All employees should familiarize themselves with the guidelines of this policy.

### 2. Purpose

- a. The main reasons for a clean desk policy are:
  - i. A clean desk can produce a positive image around Southern Illinois University Carbondale.
  - ii. It reduces the threat of a security incident as protected information will be locked away when unattended.
  - iii. Protected documents left in the open can be stolen by a malicious entity or mistakenly misplaced by unsuspecting bystanders.

### 3. Responsibility

- a. All faculty, staff, and entities working on behalf of Southern Illinois University Carbondale are subject to usage of this policy. Students are also encouraged to develop similar strategies in appropriate settings.

### 4. Scope

- a. At known extended periods away from your desk, such as a lunch break, protected working papers are expected to be placed in locked drawers.
- b. At the end of the working day the employee is expected to tidy their desk and to put away all office papers. Southern Illinois University Carbondale provides locking desks and filing cabinets for this purpose.

### 5. Action

- a. Allocate time in your calendar to clear away your paperwork.
- b. Always clear your workspace before leaving for longer periods of time.
- c. If in doubt - throw it out. If you are unsure of whether a duplicate piece of protected documentation should be kept - it will probably be better to place it in the shred bin.
- d. Consider scanning paper items and filing them electronically in your workstation.
- e. Use the recycling bins for protected documents when they are no longer needed.
- f. Lock your desk and filing cabinets at the end of the day.
- g. Lock away portable computing devices such as laptops or PDA devices.
- h. Treat mass storage devices such as CDROM, DVD or USB drives as protected and secure them in a locked drawer.

**6. Enforcement**

- a. Any employee found to have violated this policy may be subject to disciplinary action, in accordance with University policies and procedures, and FERPA regulations.

**7. Definitions**

- a. FERPA – (Family Educational Rights and Privacy Act) Federal law that was established to protect student records, but is only applicable to school that receive Federal funding from the U.S. Department of Education. It essentially is a set of guidelines on what sort of information about students can be shared and with whom.
- b. Protected – Personal, confidential, or otherwise sensitive information in electronic format or hard copy that is exclusively for the use of the owner and authorized entities.

**8. Revision History**

- a. Policy is in effect on 01/01/2011
- b. Document revised on 11/19/2010
  - i. Revised by Michael Garrison