

Clean Desk Policy

Sensitive data should never be left in plain sight. Unattended documents, laptops, or notes can be stolen, photographed, or copied, creating a significant security risk. Maintaining a clean desk helps protect both personal and company information.



How Risks Happen



Unattended Devices and Papers

Leaving laptops, documents, or notes on your desk when away makes it easy for unauthorised individuals to access or take sensitive information.

Tip: Lock away devices and important papers after use, even for short periods.



Whiteboards and Shared Spaces

Information on whiteboards, flipcharts, or other shared spaces can be seen or photographed by anyone passing by.

Tip: Clear whiteboards and shared workspaces before leaving meeting rooms or desks.



Exposed Credentials

Passwords or access codes left on sticky notes or unsecured documents provide an easy entry point for attackers.

Tip: Avoid writing down passwords or storing them in visible places.



General Desk Security

A cluttered desk increases the chance of accidental exposure of sensitive information. Treat your workspace as a secure environment at all times.

Tip: Always maintain a clean and organised desk to minimise risks.