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Document title: [ **Clear Desk Policy\_– August 2018**]

Approval date: [ **August 2018**]

Purpose of document: [ **The purpose of this Clear Desk and Clear Screen policy is to enable The American University in Cairo (AUC) to:**

- **Establish a culture of security and trust for all AUC faculty & staff**
- **Reduce the risks of unauthorized access to, loss of, or damage to, sensitive information;**
- **Produce a positive image for the university; and**
- **Reduce the threat of security incidents]**

Office/department responsible: [ **Office of Information Technology**]

Approved by: [ **Ms. Nagwa Nicola, Chief Technology Officer**]

Document classification level: [**PUBLIC**]

Document accessible: [ **<https://www.aucegypt.edu/about/university-policies>**]

Document includes: [ **Policy**]

Related documents/see also: [ **All AUC Policies**  
**<https://www.aucegypt.edu/about/university-policies>**]

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## **Clear Desk Policy**

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### **Policy Statement**

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This document sets out a statement of the policy and principles adopted by **The American University in Cairo** governing the clear desk and clear screen of workstations, PCs, Laptops, printers & mobile devices “tablets, phones...etc.” or any electronic device that holds **AUC** data or owned by **AUC**. This policy is applicable across all the locations of university offices and addresses security issues related to various information media such as paper documents, computer media, paper files etc.

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### **Reason for Policy/Purpose**

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The purpose of this Clear Desk and Clear Screen policy is to enable **The American University in Cairo (AUC)** to:

- Establish a culture of security and trust for all AUC faculty & staff
- Reduce the risks of unauthorized access to, loss of, or damage to, sensitive information;
- Produce a positive image for the university; and
- Reduce the threat of security incidents.

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**Who Approved This Policy**

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**Ms. Nagwa Nicola, Chief Technology Officer**

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**Who Needs to Know This Policy**

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Entire AUC community

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## Web Address for this Policy

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<https://www.aucegypt.edu/about/university-policies>

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## Contacts

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Responsible University Official: Wessam Maher, Principal Campus Information Security Officer

Responsible University Office: Information Technology Office, Information Security Office.

If you have any questions on the policy, you may send an e-mail to [infosec@aucegypt.edu](mailto:infosec@aucegypt.edu)

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## Definitions

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Term (alphabetical order)	Definition as it relates to this policy
Clear Desk	Clearing of the workstation area/desk, by the organizations employee, at the end of each workday; this not only includes clearing or storing away documents but also post-its, business cards, and removable media (CDs, floppy disks, memory sticks).
Clear Screen	Locking of computers, by the organizations employees, when leaving their desk and to log off when leaving for an extended period of time

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## Policy/Procedures

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All faculty, staff, part time faculty & staff and other entities working for **The American University in Cairo (AUC)** are subject to this policy.

### Clear Desk and Clear Screen

1. Appropriate facilities are available in the office for storage of computer media (disks, tapes, CDs), paper and paper files, depending on their security classification.
2. Personal computers, computer terminals, and printers should be switched off when not in use and should be protected by locks, passwords, etc.
3. All desktops, laptops should have a password-protected screensaver that will automatically be activated within few minutes (between three and five minutes is reasonable) of inactivity.
4. Incoming and outgoing mail collection points should be protected or supervised so that letters cannot be stolen or lost, and faxes should be protected when not in use.

5. Photocopiers should be locked after each use, thereby reducing the chances of unauthorized printing/copying of sensitive information.
6. All printers and fax machines should be cleared of papers as soon as they are printed; this helps ensure sensitive documents are not left in printer trays for the wrong person to pick up.
7. Consider scanning paper items and filing them electronically in your workstation.
8. Lock your desk and filing cabinets whenever you are away from them for a prolonged period and while leaving the office at the end of the day.
9. Always clear your workspace before leaving for the end of the business day and whenever you intend to be out of office for longer periods of time.

**Failure to abide to the above policy will lead to disciplinary actions that could be up to dismissal from the university**

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## **Forms/Instructions**

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Kindly contact the IT Help Desk, [support@aucegypt.edu](mailto:support@aucegypt.edu) for more technical details

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## **Related Information**

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<https://www.aucegypt.edu/about/university-policies>

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## **History/Revision Dates**

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Origination Date: January, 2016

Last Amended Date: August, 2018

Next Review Date: October 2019