Clear Desk Policy

Policy Statement
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.

Reason for Policy/Purpose
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.

Who Approved This Policy

Ms. Nagwa Nicola, Chief Technology Officer

Who Needs to Know This Policy

Entire AUC community
Web Address for this Policy

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

Contacts

Responsible University Official: Wessam Maher, Chief Information Security and Risk Officer


If you have any questions on the policy, you may send an e-mail to infosec@aucegypt.edu

Definitions

<table>
<thead>
<tr>
<th>Term (alphabetical order)</th>
<th>Definition as it relates to this policy</th>
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<tbody>
<tr>
<td>Clear Desk</td>
<td>Clearing of the workstation area/desk, by the organization's 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).</td>
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<tr>
<td>Clear Screen</td>
<td>Locking of computers by the organization's employees when leaving their desk and logging off when leaving for an extended period of time</td>
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Policy/Procedures

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 and laptops should have a password-protected screensaver that will automatically be activated within a 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 the office for longer periods of time.

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

Forms/Instructions

Kindly contact the IT Help Desk, support@aucegypt.edu, for more technical details.

Related Information

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

History/Revision Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>Origination Date:</td>
<td>January 2016</td>
</tr>
<tr>
<td>Last Amended Date:</td>
<td>August 2018</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>October 2022</td>
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<td>Next Review Date:</td>
<td>October 2025</td>
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