



Policy Name	Clean Desk Policy
Policy Number	50000.006
Effective Date	January 27, 2017
Administrative Division	Division of Academic Affairs
Unit	Department of Information Technology
Revised Date	June 11, 2020

1. Policy Statement

The purpose for this policy is to establish a culture of security and trust for all employees at Jackson State University (“JSU” or “University”). An effective clean desk effort involving the participation and support of all JSU employees can greatly protect paper documents that contain sensitive information about our students, customers and vendors. All employees should familiarize themselves with the guidelines of this policy.

2. Purpose

A clean desk can produce a positive image when our customers visit the university. Our various campuses should all communicate the same image of trust university-wide. It reduces the threat of a security incident as confidential information will be locked away when unattended. Sensitive documents left in the open can be stolen by a malicious entity.

3. Definitions

3.1. Clean Desk - a University directive that specifies how employees should leave their workspace when they leave the office.

4. Employee Adherence

- 4.1. At known extended periods away from your desk, such as a lunch break, sensitive working documents and removable media are expected to be placed in locked drawers.
- 4.2. At the end of the working day the employee is expected to tidy their desk and to put away all office paperwork and documentation. JSU provides locking desks and filing cabinets for this purpose.
- 4.3. This policy requires employees to clear their **desks** of all papers and removable media at the end of the day.

5. Policy

- 5.1. Allocate time in your calendar to clear away your paperwork and documents.
- 5.2. Always clear your workspace before leaving for extended periods of time.
- 5.3. If in doubt - throw it out. If you are unsure of whether a duplicate piece of sensitive documentation (passwords, credit card information, spreadsheets with personally identifiable information, etc.) should be kept - it will probably be better to place it in the shred bin.
- 5.4. Consider scanning paper items and filing them electronically on your JSU issued computer or workstation.
- 5.5. Use the shredder bins for sensitive documents when they are no longer needed. If a shredder bin is not located in your department, take all files to the nearest shredder bin and discard of them if they are no longer needed. Contact the proper department if a shredder bin is not located in your department or near you.
- 5.6. Lock your desk and filing cabinets at the end of the day.
- 5.7. Lock away portable computing devices such as laptops or tablet devices.
- 5.8. Treat mass storage devices such as CDRom, DVD or USB drives as sensitive and secure them in a locked drawer.

6. Policy Compliance

- 6.1. All staff, employees and entities working on behalf of JSU are subject to this policy.
- 6.2. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

7. Related Standards, Policies, and Processes

8. Revision History

- Policy Created: January 25, 2016
- Revised: January 27, 2017
- Revised: March 7, 2017
- Revised: February 13, 2019
- Revised: June 11, 2020
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