

[Organization logo]

[Organization name]

Commented [270011]: All fields in this document marked by square brackets [] must be filled in.

CLEAR DESK AND CLEAR SCREEN POLICY

Commented [270012]: This Policy need not constitute a separate document if the same rules are prescribed by the IT Security Policy.

Commented [270013]: To learn more about this topic, read this article:

Clear desk and clear screen policy and what it means for ISO 27001 <https://advisera.com/27001academy/blog/2016/03/14/clear-desk-and-clear-screen-policy-what-does-iso-27001-require/>

Commented [270014]: The document coding system should be in line with the organization's existing system for document coding; in case such a system is not in place, this line may be deleted.

Code:	
Version:	
Date of version:	
Created by:	
Approved by:	
Confidentiality level:	

Change history

Date	Version	Created by	Description of change
	0.1	27001Academy	Basic document outline

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1. Purpose, scope and users

The purpose of this document is to define rules to prevent unauthorized access to information in workplaces, as well as to shared facilities and equipment.

This document is applied to the entire Information Security Management System (ISMS) scope, i.e. to all workplaces, facilities and equipment located within the ISMS scope.

Users of this document are all employees of [organization name].

Commented [270015]: Include the name of your organization.

2. Reference documents

- ISO/IEC 27001 standard, clauses A.7.7 and A.8.1
- Information Security Policy
- [Information Classification Policy]

Commented [27A6]: You can find a template for this document in the ISO 27001 Documentation Toolkit folder "05_General_Policies".

Commented [27A7]: You can find a template for this document in the ISO 27001 Documentation Toolkit folder "09_Annex_A_Security_Controls".

3. Clear desk and clear screen policy

3.1. Workplace protection

3.1.1. Clear desk policy

If the authorized person is not at his/her workplace, all paper documents, as well as mobile

[Redacted text]

Commented [270018]:

3.1.2. Clear screen policy

If the authorized person is not at his/her workplace, all sensitive information must be removed from

[Redacted text]

Commented [270019]: You can delete this if controls A.7.10 and A.7.14 are marked as inapplicable in the Statement of Applicability.

turning off the workstation.

Commented [2700110]: Adapt to the system used in the organization.

Information on whiteboards (e.g., those available in meeting rooms) must be cleared when no longer required.

3.2. Protection of shared facilities and equipment

[redacted]
copy machines.

Facilities for dispatch and reception of mail [specify facilities and their location] are protected by [redacted]

Shared fax machines [specify machines and their location] are protected by [specify the manner of [redacted]

[specify machines and their location] is prevented by [specify how].

and furniture in them must be performed to ensure no [organization name] assets are left behind.

Commented [2700111]: Delete this whole item if control A.8.1 is marked as inapplicable in the Statement of Applicability.

Commented [27A12]: E.g., locking the facility, etc.

Commented [27A13]: E.g., locking the facility, etc.

Commented [27A14]: E.g., by locking the facility, use of PIN numbers, access cards, etc.

Commented [27A15]: E.g., more than two weeks.

Commented [27A16]: Include the name of your organization.

4. Validity and document management

This document is valid as of [date].

The owner of this document is [job title], who must check and, if necessary, update the document at least once a year.

When evaluating the effectiveness and adequacy of this document, the following criteria need to be considered:

- [redacted]

[job title]

[name]

[redacted signature line]

[signature]

Commented [2700117]: This is only a recommendation; adjust frequency as appropriate.

Commented [2700118]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.