

## CLEAN DESK POLICY

<b>Policy #:</b>	ITP-10	<b>Effective:</b>	01 Nov 2018	<b>Page #:</b>	1 of 3
<b>Subject:</b>	Clean Desk Policy				

### 1.0 PURPOSE

The purpose of this policy is to establish minimum workspace security requirements for DOA employees who have access to sensitive information about IT resources, our employees, our intellectual property, our customers and our vendors.

### 2.0 SCOPE

The policy applies to all DOA employees, contractors, vendors, and other DOA affiliates who use DOA facilities regardless of physical security posture. Specific terms, used within the IT Policies, are defined in the *IT Policy Terms* glossary.

### 3.0 POLICY

- 1.1. Employees are required to ensure that all sensitive/confidential information, in hardcopy or electronic form, are secure while in their work area.
- 1.2. All restricted or sensitive information must be removed from areas that are publicly viewable and locked in a secure location when the desk is unoccupied, or the office door shall be locked.
- 1.3. Computer workstations must be locked (hold Windows key and "L") when workspaces are unoccupied.
  - 1.3.1. This item does not apply to certain operational environments where the time required to unlock a PC would create an unacceptable security vulnerability, approved by the DOA Information Security Group.
- 1.4. File cabinets, containing restricted or sensitive information, must be kept closed and locked when not attended.
- 1.5. Keys, used to access file cabinets where restricted or sensitive information is stored, must be secured at all times.
- 1.6. Credentials, usernames or passwords, must not be visible at any time except when being referenced by the owner of the information.
- 1.7. Printouts, containing restricted or sensitive information, should always be removed from the printer immediately.
- 1.8. Restricted or sensitive documents should be disposed of by using:
  - 1.8.1. DOA provided shredders.
  - 1.8.2. DOA provided locked confidential disposal bins.

## CLEAN DESK POLICY

<b>Policy #:</b>	ITP-10	<b>Effective:</b>	01 Nov 2018	<b>Page #:</b>	2 of 3
<b>Subject:</b>	Clean Desk Policy				

1.9. Whiteboards containing restricted or sensitive information must be erased when the owner of the information is not present.

1.10. Computing devices must be stored in a secure location when not in use.

### 4.0 POLICY ENFORCEMENT

1.1. The DOA IT team reserves the right to audit compliance to this policy. The outcome of these audits may be made available, upon request, to the DOA Human Resources team and executive management.

1.2. DOA IT audits will be conducted using various methods, including but not limited to:

1.2.1. Periodic walk-throughs and workspace inspections.

1.2.2. Business tool reports.

1.2.3. Internal and external audits and inspections.

1.3. Any employee, found to have violated this policy, may be subject to disciplinary action, up to and including termination of employment.

1.4. A vendor or contractor, found to have violated this policy, may be subject to disciplinary action, in accordance with the terms of its contract.

1.5. DOA IT will not enforce compliance with this policy. DOA IT will initiate an audit of a City employee's or contractor's compliance with this policy upon request of DOA Human Resources or executive management, or the City's Inspector General, and will provide the information resulting from that audit, and/or any other requested audit information DOA IT has, to DOA Human Resources or executive management or the City's Inspector General. Additionally, if during its own day-to-day audit activity DOA IT identifies an apparent risk to Airport security, or a breach of any DOA IT policy that DOA IT determines in its discretion to be of major concern, DOA IT will inform DOA Human Resources and/or DOA executive management.

### 5.0 REVISION HISTORY

Date	Revision #	Description of Change
23 APR 2018	1.0	Initial creation.

### 6.0 REVIEW HISTORY

Date	Reviewed By	Notes	Next Review
31 DEC 2019	Damian Oravez, CISO		31 DEC 2020
28 DEC 2020	Damian Oravez, CISO		31 DEC 2021
20 DEC 2021	Damian Oravez, CISO		31 DEC 2022

## CLEAN DESK POLICY

<b>Policy #:</b>	ITP-10	<b>Effective:</b>	01 Nov 2018	<b>Page #:</b>	3 of 3
<b>Subject:</b>	Clean Desk Policy				

### 7.0 INQUIRIES

Direct inquiries about this policy to [ITPolicies@phl.org](mailto:ITPolicies@phl.org).

**Revision #:** 1      **Supersedes:** N/A      **Date:** 23 APR 2018