

# Follow a **CLEAR** desk policy.

1. Lock / turn off your computer.
2. Put confidential papers away.
3. Don't leave smartphones or other portable devices unlocked/unattended on your desk for any length of time.
4. Don't leave your security pass or keys unattended.
5. Ensure documents containing sensitive information are disposed of securely
6. Lock your desk drawers and cabinets before leaving for the day.