

# CLEAN DESK - CLEAR SCREEN: What's it for?



**Hey there!** When we talk about a clean desk and clear screen, we're referring to two important practices that help keep the digital and physical information you handle safe from prying eyes and minimizing clutter that could cause harm to your devices and files.

Here are some friendly tips to help you protect customer information with a **Clean Desk and Clear Screen**:

### **Tidy Up Your Desk**

Just like cleaning up your room, tidying your desk helps keep sensitive info out of sight. Store documents securely when not in use to avoid prying eyes.

### **Lock Your Screen**

Think of it as a digital "Do Not Disturb" sign. Lock your screen when you step away, so your data stays safe from wandering eyes or mischievous office mates.

### **Avoid Sticky Situations**

Post-it notes are great for reminders, not for sensitive data. Keep passwords and confidential details off of sticky notes stuck to your monitor.

### **Shield Your Screen**

Privacy filters act like invisibility cloaks for your screen, making it harder for others to sneak a peek from the side. It's like your screen putting on sunglasses!.

### **Double Check Before You Share**

Before sending sensitive info, always double-check the recipient's details. One wrong digit in an email address can send your data on an unexpected journey.

### **Shred the Evidence**

When you no longer need physical documents with sensitive info, shred them as if you were a secret agent on a mission. Keep your shredder happy and your data safe!

### **No Food, No Spills**

Avoid eating or drinking near your desk to prevent spills that could turn your electronic devices into a soggy mess. Let's save the snacks for the break room!

### **Report Suspicious Characters**

If you spot any suspicious behavior around sensitive info, don't hesitate to inform the right folks. It's like being the superhero who saves the day from cyber villains!

Remember, a Clean Desk and Clear Screen not only keep your personal and customer sensitive info safe but also give you peace of mind in the digital jungle. *Stay vigilant, stay safe!*