

Information Security Standard

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Administering Office: Office of the CIO

This information security standard operates under University Policy 117 Information Security. A clear desk and clear screen standard reduces the risks of unauthorized access, loss of and damage to information during and outside normal working hours [University Policy 97](#) requires the protection of unauthorized access to sensitive data. Additionally, much of the University's data must be protected per legal and contractual requirements.

This standard applies to all University workforce members and any other person utilizing any form of University information technology or having responsibility for institutional information stored in an alternate format, such as paper.

This standard covers any papers, removable storage media and any computing devices that contain or display University information regardless of location.

- a. "Screen" shall mean the display portion of any computing device.

- a. Whenever unattended or not in use, all computing devices must be left logged off or protected with a screen or keyboard locking mechanism controlled by a password or similar user authentication mechanism (this includes laptops, tablets, smartphones and desktops). The [Mobile Computing Devices Standard](#) gives more guidance on the protection of mobile computing devices.
- b. When viewing sensitive information on a screen, users should be aware of their surroundings and should ensure that third parties are not permitted to view the sensitive information.
- c. Sensitive or critical business information, e.g., on paper or on electronic storage