



# CIRT.GY

Guyana National Computer Incident Response Team

## **T2025\_09 Enforce a Clean Desk Policy to Prevent Data Leakage (April 4th, 2025)**

A **Clean Desk Policy** is a simple but powerful cybersecurity practice that reduces the risk of sensitive information being exposed to unauthorized individuals. Network administrators and all staff should ensure that confidential documents, USB drives, notes with passwords, and any device displaying sensitive information are cleared from desks before leaving for the day or even during short absences. Lock screens when stepping away, and secure removable media or printed materials in locked drawers or cabinets. This policy helps prevent accidental data leaks, insider threats, and unauthorized access, especially in shared or open office environments. Regular reminders and spot checks can help reinforce this habit across your organization.

### **References**

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- Dani, A. (2025, January 21). How to implement a clean desk policy in just 5 steps? Blog | Employee Management System | Retrieved from EmpMonitor. <https://empmonitor.com/blog/clean-desk-policy/>