

Department:	CMC- IT-ADHICS- 008
Issue Date:	01/07/2020
Revision Date:	01/07/2022
Next Revision Date:	01/07/2022
Version :	01

CLEAR DESK & CLEAR SCREEN POLICY

1. PURPOSE

1.1 To ensure that Canadian Medical Center and Group facilities information is protected from prying eyes and opportunistic breaches, which may lead to compromise in Confidentiality, Integrity and Availability of the information.

2. POLICY STATEMENT:

2.1 To establish the minimum requirements for maintaining clean desks and clear screens and to ensure that, where there is any confidential, restricted or sensitive Information that it is locked away and is out of site

3. SCOPE:

3.1 All Canadian Medical Center Group of Companies Staff for the following :

- 3.1.1 Canadian Medical Center LLC
- 3.1.2 Canadian Medical Center LLC Branch -2
- 3.1.3 Canadian Medical Center LLC Branch - 3
- 3.1.4 Canadian Medical & Rehabilitation Center LLC
- 3.1.5 CMC First Aid Clinic

4. TARGET AUDIENCE

4.1 This policy applies to all Users of Canadian Medical Center and group of facilities

5. RESPONSIBILITY

- 6.1 The Information Technology Department is responsible for development, maintenance, enforcement and endorsement of the policy.
- 6.2 The Information Technology Department is responsible to support the relevant business unit / section in implementation of the defined controls and ensuring compliance with this policy.
- 6.3 All Users are responsible to read, understand and adhere to this policy in their day-to-day activities.
- 6.4 All end users are responsible for compliance to this policy within their area(s) of accepted scope.

6. PROCEDURE:

6.1 Clear Desk.

- 6.1.1 Users shall store paper documents and electronic media that are classified as confidential information or internal information or secret, etc. in locked cabinets.
- 6.1.2 Users shall keep their desks clean and clear of confidential information when leaving the office unattended.
- 6.1.3 User shall ensure that when printing or transmitting confidential information shall be removed from printers and fax machines immediately.
- 6.1.4 Users shall ensure to protect the confidentiality of information for incoming and outgoing fax messages, postal mails etc. and do not leave them unattended.
- 6.1.5 Users shall ensure all notices shall not be pinned, on the pin boards in front of the desk and notice boards.

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6.1.6 Users shall ensure written on the white boards shall be wiped off, once the discussion is complete, and shall ensure that such information is not visible from outside the room during the meeting.

6.1.7 Users shall ensure keeping their laptops in locked drawers or cabinets once leaving the office.

6.2 Clear Screen.

6.2.1 Users shall ensure that they lock the computer screen when leaving their desks.

6.2.2 All workstations shall have password protected screen savers enabled and activated after a defined period of inactivity.

7. DEFINITIONS AND ABBREVIATIONS:

SI No	TERMS	DEFINITIONS AND ABBREVIATIONS
7.1	Clear Desk & Clear Screen	Clear Desk, Clear Screen will help ensure that all sensitive/confidential materials are removed from workspaces and locked away when the items are not in use or an employee leaves their workstation. It will help reduce the risk of security breaches within the workplace.
7.2	CMC facilities	Licensed facilities in Abu Dhabi where ADHICS standards are applicable: Canadian Medical Center LLC Canadian Medical Center LLC Branch -2 Canadian Medical Center LLC Branch - 3 Canadian Medical & Rehabilitation Center LLC CMC First Aid Clinic
7.3	ADHICS	Abu Dhabi healthcare information and cyber security standards

8. DISTRIBUTION LIST:

On shareholder Policies HR

9. SPECIAL INSTRUCTIONS:

9.1 Violation or Any breach to the policy may be subject to HR disciplinary procedure in accordance with the Code of Conduct for Employees and any other applicable UAE Laws in this regard.

9.2 If users are unsure or not clear of anything in this policy, they should seek clarification or advice from IT Department.

9.3 Any exceptions to this policy with valid business justification require approval from IT Manager on a case-to-case basis.

9.4 The IT Department reserves the right to check the compliance of this policy as & when required.

10. CROSS REFERENCE, RELATED LEGISLATION, FORMS, POLICY & DOCUMENTS:

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10.1 Guidelines for the implementation of the Abu Dhabi healthcare information and cyber security standard (ADHICS) 2019 ADHICS-Implementation-Guidelines

10.2 <https://www.tremark.co.uk/wp-content/uploads/2018/04/Clear-Desk-Clear-Screen-Policy-V4.pdf>

11. KEY RESULT AREAS:

11.1 The procedure is fully implemented if there are nil incidences of non-compliance with this policy.

12. AMENDMENT HISTORY:

Version	Revision Date	Description of Amendments	All pages
01	01/07/2020	New policy	All pages

13. APPENDIX:

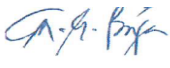
NA

14. APPROVAL:

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