



Clean Desk and Secure Printer Policy

<i>Affected Departments</i>	All
<i>Background</i>	Various privacy laws including state laws, Gramm-Leach Bliley and the FACT Act require companies that handle non-public personal information (NPI) such as Social Security numbers, names, addresses, personal information, medical information and birthdates to adopt measures to ensure that this information is secure. Organizations can face serious legal, business and public relations consequences if such information is exposed, lost or used inappropriately by an unapproved party.
<i>Current Policy</i>	<p>The policy is intended to be a reminder that all Company employees must take the following steps to ensure that the NPI of our clients is kept as secure as possible:</p> <ul style="list-style-type: none"> • All documents such as contracts, screen prints, checks, account statements, applications, insurance information, loss data, claims data, health information, insurance policies, emails, etc. that contain NPI or other Company Proprietary and Confidential information must only be handled in paper form and / or printed when absolutely necessary. • All above paper documents must be locked in desks or cabinets when not in use and when the employee is not seated at their desk. • All documents must be shredded or filed and locked properly once the employee has finished with it. • All computers must be locked when employees leave their desk. Just remember, "Before you leave your seat press control, alt, delete." • The "hold or secure print" option must be used when printing documents containing, NPI after regular business hours.
<i>Effective Date</i>	Immediate
<i>More information Contact</i>	Human Resources

Employees are responsible for making sure all paperwork that has been printed on the copy machine is removed from the copy machine area. In adherence to our secure printer policy, Corporate Services will be collecting and dating all paperwork that has been left around copy machines by the end of each work day. The paperwork that has been collected will remain in the mailroom for seven (7) business days, at the end of which will be disposed of. Employees will have seven days (7) to contact the mailroom to collect paperwork before disposal.

