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Owner: Clint Ewell: VP-Finance & Administrative Services

Area: 5.0 Administrative Services

Clean Desk and Clear Screen, 5.30

OPERATIONAL POLICY STATEMENT

This operational policy directs Yavapai College (YC) staff and faculty to protect sensitive college information when leaving their work area. It helps ensure that information is protected from unauthorized use.

The purpose of this operational policy is to set forth the requirements to ensure that all work areas are clear of college information, whether in electronic or paper form, that is sensitive in nature (as defined below) when the work area is unattended.

Sensitive Data Examples

The list below is not exhaustive, but encompasses widely recognized examples of sensitive data:

Personal and Financial Data

- Social Security number (SSN)
- Credit card number
- Banking Information
- Identification Numbers (passport, driver's license number)
- Tax Information
- Other personally identifiable information that could be used for identity theft

Federal and State Protected Data

- FERPA-protected data
- HIPAA-protected data

College restricted or critical data

Passwords

Standards

- Users must "log off' or "lock" their computers when their workspace is unattended.
- All sensitive data must be removed from the desk and locked in a drawer or file cabinet when the workstation is unattended and at the end of the workday.
- All sensitive data must be stored in lockable drawers or cabinets.
- File cabinets containing sensitive data must be locked when not in use or when not attended.
- Keys used to access sensitive data must not be left at an unattended work area.
- Passwords must not be posted on or under a computer or in any other accessible location.
- Copies of documents containing sensitive data must be immediately removed from printers.
- Documents containing sensitive data must be immediately removed from fax machines

RELATED INFORMATION

FERPA Policy
HIPAA Policy

OPERATIONAL POLICY HISTORY

Adopted 4/1/2014

Revised to "Operational" Policy and owner reassigned 3/5/2021

Transferred to PolicyStat 12/1/2021

Approval Signatures

Step Description	Approver	Date