

Securing Your Workstation: A Checklist

- Placement of computer monitor maximizes privacy (i.e. positioned to minimize viewing by others).
- Computer is set to “lock workstation” mode when away from desk.
- Drawers and cabinets in your personal workspace are locked when away from desk for an extended period of time.
- Keys for drawers and cabinets are kept in a secure location.
- Computer is logged out and restarted or shut down at the end of the day.
- Files/papers that contain personal information are locked away.
- “In” and “out” baskets and storage shelves are clear of personal information.
- Passwords are not accessible, which includes not written down and posted/attached to computer monitor, white board or bulletin board, etc.
- Recycle bins are clear of personal/confidential information.
- Garbage cans are clear of personal information and confidential information.
- Personal information that has been approved for disposal is shredded,
- Mail containing personal information is located in a folder and is not out in the open for viewing.

Personal information includes, but is not limited to:

- Social insurance/health services numbers
- Employee/student files
- Dates of birth
- Financial information
- Criminal or employment history