

DE BEERS BENEFIT SOCIETY

SOCIETY POLICY DOCUMENT

CLEAN DESK POLICY

<u>Revision no</u>	<u>Review cycle</u>	<u>Effective date</u>
001	At least every two years	1 December 2019



A registered medical scheme
Registration no. 29/4/2/1068

SOCIETY POLICY DOCUMENT				
Organisation	De Beers Benefit Society (the Society)			
Subject	Clean Desk Policy			
Revision no	001	Review cycle	At least every two years	Effective date 1 December 2019

TABLE OF CONTENTS

1. INTRODUCTION	3
2. PURPOSE	3
3. SCOPE.....	3
4. RESPONSIBILITIES AND AUTHORITY	3
5. RELATED DOCUMENTS	3
6. POLICY	4
7. AUTHORISATION AND APPROVAL	5
REVISION HISTORY	6

SOCIETY POLICY DOCUMENT

Organisation	De Beers Benefit Society (the Society)		
Subject	Clean Desk Policy		
Revision no	001	Review cycle	At least every two years
		Effective date	1 December 2019

1. INTRODUCTION

With the introduction of the Protection of Personal Information Act (POPIA) and aligned to good practice, a clean desk policy is an important tool to ensure that all sensitive / confidential / restrictive / personal documents and information (Confidential and Restricted Information), are removed from an employee's workspace, secured and / or locked away when not in use or an employee leaves his or her workspace for an extended period of time, for example, during lunch and at close of business.

It further assists in reducing the risk of security breaches in the workplace, increasing employees' awareness about protecting information, and in complying with regulatory requirements.

2. PURPOSE

The purpose for this policy is to establish the minimum requirements for maintaining a clean desk to ensure that all documents and information about the Society's employees, other stakeholders and the Society's intellectual property, is secure.

3. SCOPE

This policy applies to all Society employees.

4. RESPONSIBILITIES AND AUTHORITY

Designation	Responsibility
Principal Officer	- Responsible for the approval of this policy; - Policy owner and policy interpretation as required; and - To ensure that the policy is maintained and regularly updated.
Chief Operating Officer	- Responsible for drafting and reviewing of this policy; and - To ensure alignment of this policy to associated organisational policies and procedures, as well as regulatory requirements and provisions.
Head of Departments and Supervisors	To ensure application and compliance of this policy by their staff through information sharing and other methods, including but not limited to periodic walk-throughs.

Society employees who do not comply with the policy may face disciplinary action in accordance with the Society's Conditions of Employment Policy and Disciplinary Code.

5. RELATED DOCUMENTS

This policy should be implemented and considered in conjunction with the following policies and procedures:

- Conditions of employment policy;
- Information technology and management policies;
- Confidentiality policy;
- Information management policy and procedure; and
- Privacy policy.

SOCIETY POLICY DOCUMENT				
Organisation	De Beers Benefit Society (the Society)			
Subject	Clean Desk Policy			
Revision no	001	Review cycle	At least every two years	Effective date 1 December 2019

6. POLICY

6.1 Workspace

- 6.1.1 Employees are required to ensure that all Confidential and Restricted Information, in hardcopy or electronic form, is securely stored (see sections 6.2 and 6.3) at close of business and when they leave their workspace for an extended period, for example during lunch and when attending meetings.
- 6.1.2 Employees with lockable offices should do so at close of business and when they leave their workspace for an extended period, for example during lunch and when attending meetings.

6.2 Storage areas

- 6.2.1 Filing cabinets and other storage areas containing Confidential and Restricted Information must remain locked, except for when access is required.
- 6.2.2 Keys and other devices used for access to the above must not be left unattended.

6.3 Computers and similar devices

- 6.3.1 Computer workstations must be locked or shut down when the workstation is unoccupied.
- 6.3.2 Passwords may not be left on sticky notes that are posted on or under a computer, nor may they be left written down in an accessible location.
- 6.3.3 Laptops must be either locked with a locking cable or locked away in a secure storage area (see section 6.2). In addition, laptops must be equipped with a bitlocker encryption program and users thereof must ensure that the bitlocker encryption key is secured at all times.
- 6.3.4 Only encrypted Society storage devices such as flash drives and external hard drives must be used. These devices must be kept in a secure storage area (see section 6.2) when not in use.

6.4 Printers, photocopiers and similar devices

- 6.4.1 The secure printing option, where available, should be used when printing documents that contain Confidential and Restricted Information.
- 6.4.2 Printouts, faxes and photocopies containing Confidential and Restricted Information should be immediately removed from the device.

6.5 Shredding

- 6.5.1 Documents that contain Confidential and Restricted Information and that requires shredding should be placed in the dedicated disposal bins and should be securely stored at close of business (see section 6.2).

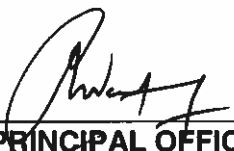
6.6 Other

- 6.6.1 Confidential and Restricted Information on whiteboards and similar medias should be erased after use.

SOCIETY POLICY DOCUMENT					
Organisation	De Beers Benefit Society (the Society)				
Subject	Clean Desk Policy				
Revision no	001	Review cycle	At least every two years	Effective date	1 December 2019

7. AUTHORISATION AND APPROVAL

Approved by the Principal Officer.


 PRINCIPAL OFFICER
 S MATHONZI

Date: 28/11/2019

SOCIETY POLICY DOCUMENT

Organisation	De Beers Benefit Society (the Society)		
Subject	Clean Desk Policy		
Revision no	001	Review cycle	At least every two years
		Effective date	1 December 2019

REVISION HISTORY

Revision no	Description	Date Reviewed	Date Approved
001	New policy created	-	29 November 2019