

# Clean Desk Policy Quiz — How secure is your organization?



Making sure  
it's secure.™

Businesses typically lose 5% of their revenue to occupational fraud, and more than 20% of cases reported losing over \$1 million.<sup>1</sup> A clean desk policy is one of the simplest ways to protect sensitive information and to reduce the risk of a data breach and identity theft. Take our quiz to determine how a Clean Desk Policy can help your business!

**Yes = 2 points, Not Sure = 1 point, No = 0 points**

Process:	Score
Does your workplace require password protected screen savers?	_____
Does your workplace require employees to remove all documents, files and information from their desktops at the end of the day?	_____
Does your workplace display reminders about the risks of leaving confidential information/loose documents around the office?	_____
Easy-to-implement practices can help your business avoid many security risks. Your Process Score = _____/6	
Workplace:	Score
Does your workplace provide lockable storage?	_____
Does your workplace encourage electronic vs. paper documents?	_____
To maintain security, file or lock up your documents when leaving your desk. Your Workplace Score = _____/4	
Training & Audits:	Score
Does your workplace provide training to employees on how to handle confidential information?	_____
Does your workplace conduct regular audits (either secret or not) of employee workstations?	_____
Does your workplace appoint someone to monitor office areas?	_____
Only authorized personnel should handle confidential documents. Your Training & Audits Score = _____/6	
Security:	Score
Can you confirm that your workplace has never lost or exposed private customer, patient or employee information?	_____
Can you confirm that your workplace has never experienced a security breach?	_____
You are responsible for protecting the data of your customers and employees. Your Security Score = _____/4	

<sup>1</sup> The Association of Certified Fraud Examiners (ACFE)'s Report to the Nation: 2014 Global Fraud Study

**GRAND TOTAL = \_\_\_\_\_/20**

**15+ points**

### Clean Desk All-Stars

Sounds like your workplace has a great policy in place and all employees consistently take steps to safeguard confidential information. Keep it up!

**9-14 points**

### At Risk

Looks like your workplace has some knowledge or practices that contribute to staying secure but there is still work to be done! An official clean desk policy can help ensure you stay away from the risk of a security breach.

**8 or less points**

### Danger Zone

Seems like your workplace needs to work on better policies and put in place some practices to ensure you're staying secure or you could be looking at some hefty penalties and fines down the line, or worse — a security breach. Act now!

Shred-it can help. For a FREE Security Risk Assessment, contact us today at  
**800.697.4733 or visit us at [shredit.com](http://shredit.com)**