

Clear desk and clear screen

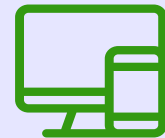
ISO 27002 Control 7.7

Control

Clear desk rules for papers and removable storage media and clear screen rules for information processing facilities should be defined and appropriately enforced

Purpose

To reduce the risks of unauthorized access, loss of and damage to information on desks, screens and in other accessible locations during and outside normal working hours



Why is it important?

- It prevents unauthorized viewing or access (e.g., shoulder surfing or accidental viewing)
- It ensures that sensitive documents and media are not left exposed to theft, damage, or unauthorized handling
- It supports the secure operation of information processing facilities

What should we consider ?

- Safe storage for paper or electronic
- Device locking
- Clean Desk
- Secure printing or nothing lying around the printer
- Secure removable storage
- Prohibition of contextual and modal boxes
- Clearing whiteboards



What small details are important?

- The organization should conduct a final sweep prior to vacating facilities to ensure assets are not left behind
- Consider using printers with an authentication function (pull printing) to ensure originators collect their printouts
- Restrict pop-ups on screens during presentations or when in public areas

Link with other frameworks

- NIST 800-53 rev5 : AC-11, MP-2, MP-4
- NIST CSF 2.0 : PR.DS-01, PR.PS-01



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