

At a Glance

General

1.8 Clear Desk, Clear Screen

[Consult the Clear Desk, Clear Screen policy in the online Policy Manual.](#)

Concordia College is committed to maintaining the confidentiality, integrity, and accessibility of the information assets it owns or controls.

All users are expected to protect the information for which they are responsible. This includes:

- Configuring a screen saver password that activates after ten minutes, or less, of inactivity
- Filing or otherwise clearing paper containing information protected by privacy laws and rights from your work area when leaving your work area.

Unattended work areas should be clear of College information classified as Private, Confidential, or Registered Confidential whether it is in electronic or paper form.



Contact the Human Resources Department at 218.299.3339 or email at hr@cord.edu.