Workstation Security Policy

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2.   Purpose

The purpose of this policy is to provide guidance on workstation security for Kibble users, in order to ensure the security of information on the workstation and information the workstation may have access to.

3.   Scope

This policy applies to all Kibble employees, contractors, workforce members, vendors

Storing all sensitive information, including information pertaining to young people, on network servers.

Keeping food and drink away from workstations in order to avoid accidental spills.

Securing laptops that contain sensitive information by using cable locks or locking laptops up in drawers or cabinets.

Complying with the Anti Virus policy.

Ensuring workstations are left on but logged off in order to facilitate after hours updates. Exit running applications and close open documents.

5. Enforcement