

CLEAN

DESK

STOP

I AM GONE FOR THE DAY AND MY
WORK AREA HAS BEEN CLEARED OF ALL
NON-PUBLIC INFORMATION.

PLEASE HELP ME PROTECT CUSTOMER
INFORMATION BY NOT LEAVING ANY
CUSTOMER DOCUMENTS ON MY DESK.

Thanks!

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Non-public personal information (NPI) is any personally identifiable information about a customer or associate that is not publicly available and would permit unauthorized access to account(s) or enable fraud or identify theft. NPI consists of information such as, but it is not limited to the following:

- *Social Security number or it's derivative (i.e. partial or scrambled)*
- *Driver's license number*
- *Date of birth*
- *Account number*
- *Loan number*
- *Credit reports*
- *Credit or debit card number*
- *Fund transfer information*
- *Personal ID (PIN) or passwords*
- *Pay stubs/W2's*
- *Performance reviews/PDP's*
- *Credit card statements*
- *Blackberry/mobile phone statements*

A LOCKED OFFICE IS NOT CONSIDERED A "SECURE" METHOD OF STORAGE!

Helpful Tips on Safeguarding the Workplace:

- Locked Doors - All doors must be secured (lockable), don't use objects to hold the door open, and make sure the lock is engaged after you exit.
- Access Key - maintain the security of your key cards/fobs and office/drawer/cabinet keys at all time.
- Desktop/Laptops Security - Lock your computer screen (CTRL+Alt+DEL) everytime you step away.
 - **DO NOT** walk away from an unsecured computer. **A locked office door is not considered secured!**
 - Secure laptops with appropriate cabling device. **A cable lock is not considered secure for overnight!**
- Passwords are not to be written down, left in plain sight or shared (i.e. note/message pads, rolodex, post-its, etc.).
- Follow the Clean Desk policy, locking all documentation/paperwork in associate's drawer or cabinet.
- Unused/Old Equipment - Notify manager for warehouse/technology pick-up, and secure the equipment.
- NPI Data/Documents
 - Remove from empty offices, decks, cubes (including drawers and cabinets).
 - Remove from print devices such as copiers, printers, fax machines.
 - Dispose in locked commercial shred/recycle bins and never in regular/personal trash bins.
 - Tear up any written down account/SSNs/credit card numbers prior to disposal.
 - Credit cards and copies of customer IDs - must not be kept. Dispose in locked commercial shred/recycle bins.

Ask yourself before leaving for the day and additional helpful tips

- Is my laptop, PDA, cell phone, blackberry secured? Is it either locked in a desk drawer/cabinet or to be taken home?
- Have all my files been transferred to Smartview?
- Personal Blue bins/recycle boxes are to be emptied into locked commercial shred/recycle bin every night.

**TURN PAGE OVER AND DISPLAY THE
"CLEAN DESK POLICY"
AT THE END OF EACH DAY!**