INGOLD SOLUTIONS GMBH

Clear Desk & Clear Screen Policy
(Ref No: - ISMS/IS/5.2/6)

Company already has an informal policy on 'Clear Desk & Clear Screen'.

If computer or laptop needs to be abandoned for any reason whatsoever, necessary backup and/or data transfer to a new system is undertaken. Once it is done and verified, the old system is hard formatted to ensure that it does not hold any data.

Similarly, if any employee leaves the organization, the allotted desktop / laptop computer needs to be handed back. After removing all irrelevant data and archiving relevant content, the system is handed over to the next allotted user after due diligence to ensure no sensitive or irrelevant information remains in the system.

Authorized Signatory