Clean Desk/Clear Screen Security Awareness Activity

USPS's Corporate Information Security Office conducted a **'Clean Desk/Clear Screen'** security awareness activity at the Gatehouse location. To provide additional awareness on best practices in maintaining proper security hygiene, the Organizational Training & Awareness team conducted desk drops with candy and tent cards that increased security awareness through the use of corresponding candy bar slogans to deliver a creative and memorable message.

Some Sweet Tips…

Be a Star!

Secure Your Info

Before you leave …

✓ Clear your desk
✓ Secure your sensitive information
✓ Lock your screen
✓ Clean whiteboards of sensitive information
✓ Safeguard your laptop and devices
✓ Ensure printed materials are picked up
✓ Shred sensitive documents
✓ Badge out

For more information visit https://blue.usps.gov/cyber

Don't Let Your Info Go SOUR!

Before you leave …

✓ Clear your desk
✓ Secure your sensitive information
✓ Lock your screen
✓ Clean whiteboards of sensitive information
✓ Safeguard your laptop and devices
✓ Ensure printed materials are picked up
✓ Shred sensitive documents
✓ Badge out

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Nobody better lay a finger on my SENSITIVE DOCUMENTS

Before you leave …

✓ Clear your desk
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✓ Ensure printed materials are picked up
✓ Shred sensitive documents
✓ Badge out

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beTWIX You and Me

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