



Document Security & Clean Desk Policy

This is a high-level summary for all staff. Full details are set out in the Document Security & Clean Desk Policy.

Our Commitment

LSH Group Australia is committed to protecting Company and customer information in accordance with the *Privacy Act 1988 (Cth)*, *Australian Privacy Principles (APPs)*, and the *Notifiable Data Breaches (NDB) Scheme*. All employees are responsible for maintaining secure handling of information and a clean, secure workspace.

Your Responsibilities

You must:

- Protect all Company and customer information from unauthorised access or disclosure
- Only access or use information necessary for your role
- Store sensitive documents securely (e.g. locked cabinets, approved systems)
- Use secure methods when sending sensitive information
- Immediately report any lost, stolen, or compromised information

Clean Desk Requirements

You are required to:

- Remove and securely store all confidential or sensitive documents when not in use
- Ensure items such as:
 - Contracts, deal packs, and loan documents
 - Customer identification (e.g. licences)
 - Financial details (e.g. credit card information)are not left visible or unattended
- Clear whiteboards and meeting spaces of confidential information
- Secure keys, access cards, and devices
- Lock your computer screen when unattended

Handling Information

- Only print sensitive documents when necessary and collect them immediately
- Dispose of paper documents using secure shredding
- Delete electronic files securely and in accordance with Company procedures
- Do not store Company information on personal devices unless authorised

Remote Work

When working remotely, you must:

- Ensure information is not visible to unauthorised persons
- Use secure networks and Company-approved systems
- Maintain the same level of confidentiality as in the workplace

Privacy and Data Breaches

You must immediately report:

- Lost or stolen documents or devices
- Unauthorised access to information
- Any suspected or actual data breach

Failure to report may increase risk and may result in disciplinary action.

Compliance

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment. All matters will be assessed on a case-by-case basis, considering the nature and impact of the breach.

Acknowledgement

I acknowledge that:

- I have read and understood the Document Security & Clean Desk Policy – One Page Summary;
- I understand that this summary does not replace the full **Document Security & Clean Desk Policy**;
- I agree to comply with the full policy and all related Group policies;

I further acknowledge that this summary should be read in conjunction with the full **Document Security & Clean Desk Policy** which is available on the intranet.