



Clean Desk Policy

Purpose

The purpose of this Clean Desk Policy is to establish the minimum requirements for maintaining a Clean Desk at Radian Group (herein referred to as “Radian”). The intent of this policy is to ensure that physical copies of Restricted Information are kept in locked areas and out of sight when not in use. A Clean Desk Policy is a key part of standard records governance controls.

Scope

This policy applies to all regular full time and part time employees of Radian Group Inc., its affiliates and subsidiaries (“Company”), contingent workers, and transactional employees, regardless of their business unit or subsidiary.

Definitions

Term, Acronym or Abbreviation	Definition
Radian Personnel	Radian personnel is defined as: <ul style="list-style-type: none">(i) employees (including full and part time employees and contract underwriters);(ii) temporary staff;(iii) consultants and vendors who are granted access to Radian’s information systems and/or data as part of providing services to Radian.
Information	Includes all content in all formats that is generated or received by the company in connection with transacting its business.
Confidential Information	All Information that has not been released for public disclosure should be considered as at least Confidential Information. Confidential Information includes: Information whose loss or unauthorized disclosure might result in the impairment of Radian’s operations or security, cause financial or reputational damage, or lead to possible legal liability, but does not meet the definition of Restricted Information.

Restricted Information	Defined as Information which requires protection from unauthorized use and disclosure beyond that of Confidential Information.
Clean Desk	The establishment of a clear desk surface and general office area clear of Confidential or Restricted Information. A clean desk does not have unattended Confidential or Restricted physical paperwork, files, folders, electronic media storage or other mechanism of storing or presenting information.
Desk Areas	The area in any workspace utilized by Radian Personnel. Desk areas include the desk surface, adjoining surfaces, associated cabinets, whiteboards, shelves, and similar spaces. The entire physical space within an office is further considered a Desk Area.

Policy Statement

Radian Personnel are responsible for maintaining a Clean Desk when not occupying a Desk Area. All persons in possession of Confidential or Restricted Information are responsible for the security of that Information. This includes but is not limited to the following provisions:

- Confidential and Restricted Information shall not be left unattended when not in use
- All Desk Areas including offices with locking doors shall be cleared of Confidential and Restricted Information before the employee leaves the office for the day
- Confidential and Restricted Information shall be removed from all shared spaces such as conference or meeting rooms at the immediate conclusion of the meeting
- Whiteboards shall be thoroughly erased of Confidential and Restricted Information when not in use
- Confidential and Restricted Information shall be locked in secure storage, such as a desk drawer, filing cabinet or otherwise secured behind a locked office door when not in use
- Storage devices that contain Confidential or Restricted Information shall be kept closed and locked when not in use or when left unattended
- Electronic mass-storage devices that contain Confidential or Restricted Information such as CD, DVD, USB drives, or external hard drives shall be secured when not in use
- Printouts or copies of Confidential or Restricted Information shall be immediately removed from copy/print devices
- Keys used to access Confidential or Restricted Information shall be secured in a locked desk
- Computer device screens shall be locked by employees when left unattended such that no other person may access or read Information from the device

Radian Personnel are responsible for handling all Information in accordance with the Data Handling Policy.

Radian Personnel are responsible for disposing of all Information in accordance with the Data Disposal Policy.

Radian shall conduct a review of on-site Desk Areas to ensure that a Clean Desk is maintained. Radian managers shall verify compliance with this policy through various methods including periodic walk-throughs of on-site work areas. Walkthroughs shall be conducted at least monthly and include at least twelve (12) times per calendar year. Walkthrough requirements may be placed on hold during periods where nearly all personnel are working remotely. Radian shall track compliance with this Policy, including walkthrough frequency, and report any violations. Compliance logs shall be maintained for at least one calendar year.

Enforcement

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

Control Objectives

Standard	Mapping
NIST SP 800-53	AC-11; MP-4; PL-4
NIST CSF	ID.AM-6
ISO 27k	A.11.3.3

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Revision History

Revision	Date	Description	Author
1.1	03/05/2019	Minor edits; clarified scope	L. Burke
1.2	03/07/2019	Removed references to Code of Conduct and Sensitive information	B. Cohen
1.3	03/12/2019	Minor edits	L. Burke, R. Lento
1.4	12/11/2019	Formatting	B. Cohen, J. Schieber
1.5	10/12/2021	Material edits for alignment with related policies, to include Confidential and Restricted Information, and to add a Walkthrough exemption during periods where personnel are primarily working remotely.	J. Schieber
1.6	11/21/2022	Minor edit for ownership	Jeffrey De Marco