



## ***FISSEA Security Awareness, Training, & Education Contest***

### **Entry Form**

Please review the rules before completing this entry form (pay attention to the due date). No late entries will be accepted. Be sure to fill this form out completely and email it with your entry to [fissea-contest@nist.gov](mailto:fissea-contest@nist.gov). Please submit an entry form with each entry.

**Name of submitter:**

**Rita John**

**Name(s) to be printed on award certificate if your entry is selected as the winner:**

**Rita John**

**John Creery**

**Chelsea O'Hara**

**Nellie MacNeil**

**Kyle Bachan**

**Tim Herman**

**Rosanne Trudel**

**Sapna Kalhan**

**Organization:**

**IFDS Canada**

**Please list how the organization should be listed under the name(s) on the award certificate if your entry is selected as the winner:**

**IFDS Canada**

**30 Adelaide Street East, Suite 1**

**Toronto, ON M5C 3G9**

**Phone:**

**416-506-8000 (x5640)**

**Email Address:**

**rjohn@ifdsgroup.com**

**Type of Entry:  
Video**

**Title of Entry:  
The IFDS Clean Desk Policy Commercial**

**Description of Entry (use up to but no more than 500 words):  
The IFDS Clean Desk Policy Commercial is a two minute public service announcement first delivered to all IFDS Canada staff during our Information Security week in the spring of 2016, introducing them to a wonderful new product that can help them ‘secure the mess; lose the stress’.**

**The IFDS Clean Desk Policy has been specially formulated to help prevent incidents associated with the risky exposure of sensitive or personal information. Just one use of The IFDS Clean Desk Policy helps remind users to keep confidential files and data storage media – like CDs and USB drives – secure at all times.**

**Actually, this tongue-in-cheek ‘commercial’ was used to help educate IFDS staff about what they need to do to protect the themselves, the company, and clients by ensuring all confidential and personal information is kept in a secure location and away from easily accessible areas like desks and unlocked cabinets.**

**Created and filmed by IFDS Marketing & Communications, with the help of IFDS Compliance, Information Security & Risk Management, the video, which featured ‘actors’ from other areas of IFDS as well, served as the anchor for our Information Security Week sessions.**

**Publically available YouTube video URL: <https://youtu.be/KBJCO6F4r2g>**

#### **About IFDS Canada**

**IFDS Canada is the leading provider of fund administration and technology services to the world’s largest financial institutions. For over 30 years, tier one investment firms and insurance companies have relied on our proven record-keeping solution, comprehensive back office services, innovative workflow, and insightful reporting tools to support growth, reduce risk, leverage technology, and enhance efficiency. [www.ifdsgroup.ca](http://www.ifdsgroup.ca)**