



Clear Desk, Clear Screen Policy

This policy was updated in March 2018

The policy must be reviewed and updated at least every 3 years.

Policy Overview

The overall purpose of this policy is to ensure users have an awareness of the importance of keeping both paper and electronic documents and records safe when they are working at their desk/workstation or on their screen and that they have knowledge of how to protect them.

This policy applies to everyone who has access to the Meadowbrook College information, information assets or IT equipment, whether office based or working remotely.

All those who use or have access to Meadowbrook College's information must understand and adopt this policy and are responsible for ensuring the security of the school's information systems and the information that they use or handle.

The policy sets out Meadowbrook College's requirements for each member of staff to protect any documents or records which are kept at their desk/workstation either temporarily or permanently and covers records in all formats including:

- Paper
- Electronic documents
- Emails
- Visual images such as work related photographs
- Audio and video tapes, CDs, DVDs and cassettes
- Memory sticks
- Databases

This policy will also apply to any documents created in different formats in the future.

2. Purpose/ Objectives

The purpose of this policy is to ensure users have an awareness of the importance of keeping both paper and electronic documents and records safe when they are working at their desk/workstation or on their screen and that they have knowledge of how to protect them.

It is necessary to set out such a policy to ensure:

- The confidentiality, integrity and availability of information is adequately protected.
- A reduction in the risk of security breaches through theft of paper records or unauthorised access to paper records.
- A reduction in the risk of security breaches through unauthorised access to electronic records
- A reduction in the risk of damage to paper records by fire or malicious damage
- The presentation of a professional image of the council to visitors, members of the public and colleagues
- Compliance with the Data Protection Act 1998
- Compliance with Common law duty of confidentiality

3. Policy Statement

Clear Desk

- All users are to leave their desk/workstation free from paper/documentation containing data at the end of the day.

- All users are to tidy away all documents when they are away from their desk/workstation for more than a short period of time, namely at lunchtime, when attending meetings and overnight.
- Documents which are likely to be needed by other members of staff should be stored in shared, locked filing cabinets.
- Other documents may be locked in pedestals provided.
- Users should make sure that any documents lying on their desk/workstation are not visible to visitors, members of the public or colleagues who are not authorised to see them.
- Sensitive information, when printed, should be cleared from printers immediately.

Clear Screen

- All users are expected to log off from their PCs/ laptops when left for any long period and overnight.
- When leaving their desk for lunch or to attend a meeting, users should lock down their screen using Ctrl, Alt, Del and then selecting Lock Workstation, or by pressing the windows key and L together.
- Mobile devices through which access to the network, emails and google drive can be obtained, should be PIN or fingerprint protected, set to power off after a period of 2 minutes and switched off when left unattended.
- Users should make sure that no open documents on their computer screens are visible to visitors, members of the public or colleagues who are not authorised to view them.

Governor Approval and Review Dates

This policy was updated in March 2018.

The policy was approved by the Radcliffe Academy Trustees at the full governing board/business committee meeting on date year.

It is due for review by March 2021

Date	What changed	Why changed	Who proposing change	Date Approved
15.3.18	New policy Policy adapted from resource policies provided at training event.	To comply with GDPR.	BM	