



**ST. BRIGID'S SCHOOL**  
**CLEAN DESK / CLEAR SCREEN**  
**POLICY AND PROCEDURE**



**February 2017**

## **Introduction**

Information is an asset. Like any other business asset it has a value and must be protected. Systems that enable us to store, process and communicate this information must also be protected in order to safeguard information assets. 'Information systems' is the collective term for our information and the systems we use to store, process and communicate it.

This document should be read in conjunction with the school's other information system policies and procedures – all of which are published on the school's website:

- Publication Scheme
- Data Protection Policy
- Freedom of Information Policy
- Information Security Breach Procedure
- CCTV Policy
- Fair Processing Notice
- Complaints Policy

Paper records which are left on desks/workstations overnight or for long periods of time are at risk of theft, unauthorised disclosure and damage. By ensuring that staff securely lock away all papers at the end of the day, when they are away at meetings and over lunchtime this risk can be reduced.

Security risks of unauthorised access to electronic records are also prevalent when PC screens are left unattended.

Clear desks and clear screens also ensure that the council projects a professional and efficient image to visitors, members of the public and colleagues.

## **Roles and Responsibilities**

It is important that all staff understand what is required of them and comply with this policy.

All staff are responsible for ensuring the information on their desk/workstation or screen is adequately protected in compliance with all relevant school policies and procedures.

## **Scope**

This policy applies to everyone who has access to the school's information, information assets or IT equipment. This may include, but is not limited to employees of the school, governors of the school, temporary workers, partners and contractual third parties.

All those who use or have access to council 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.

This policy sets out St. Brigid's School'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 and portable hard drives
- Databases

### **Clean Desk Procedure**

Personal confidential information must be locked away when not in use and never left unattended. Ideally, all staff should leave their desk paper free at the end of the day.

Ensure that you select an appropriately located printer where you are able to retrieve your printing immediately. Do not leave personal confidential information for others to find.

An easy way to comply with the clear desk procedure is to work with electronic documents whenever possible – “do you need to print it”?

Ensure documents are disposed of securely. Never put documents containing sensitive, personal or corporate sensitive information in the general waste bins. Use the confidential paper shredding boxes.

All Portable Computing & Data Storage Devices (PCDs) such as USB data sticks, mobile phones and laptops should be placed out of sight, preferably locked away at the end of the working day.

### **Clear Screen Procedure**

Always lock the desktop when leaving the workstation/desk unattended. If using a shared workstation/desk log off rather than lock it. If anticipating an absence of 30 minutes or more log off or shutdown the computer. This also applies when using a laptop.

Pressing CTRL+ALT+DEL and clicking 'Lock this computer' is straight forward and simple. However, a windows key combination is even simpler. Press windows key + L and your computer will lock automatically. (The windows key can usually be found in the bottom left of the keyboard and looks like a flag/window.)

To unlock press CTRL+ALT+DEL and log back in.

Always be aware of the position of the screen on your workstation. Wherever possible, ensure that it cannot be seen by unauthorised people while in use.