



Clear Desk Policy

Policy

The school operates a clear desk policy for all employees for the following reasons:

- it reduces the threat of a security breach as passwords and other confidential information are locked away or otherwise securely stored;
- it ensures compliance with data protection requirements because personal data must be held securely at all times;
- it protects employees' health and safety by reducing the risk of workplace accidents;
- it reduces the risk of damage or destruction to information in the event of a disaster such as a fire or flood;
- it portrays a professional image to parents, visitors and suppliers when they visit school premises.

Procedure

At the end of your working day or whenever you leave your [workplace/office/desk](#) for an extended period during the day, you must tidy your [workplace/office/desk](#) and tidy away all school-related paperwork and files into your desk drawer, filing cabinet or cupboard in an efficient and organised manner. These should then be locked overnight where locking facilities are available. Confidential information or information containing personal data must always be securely stored. If you are unsure of the information's sensitivity, either ask your manager or lock it away securely.

Any paperwork that you no longer need should be put in your rubbish/recycling bin each day. Please use the school's shredding facilities or confidential waste bags where the information in the paperwork is confidential. Any unwanted paperwork that contains personal data or sensitive information should be shredded. Paperwork that you do need should be acted upon and then appropriately filed.

This policy includes removable storage media which may contain files downloaded from your computer, such as memory sticks, portable hard drives and CDs. Media of this type must also be cleared from your [workplace/office/desk](#) before you go home.

Additionally, this policy is designed to reduce the amount of paper that the school uses, which in turn reduces the amount of printing costs and filing space needed. You should not print out hard copies of e-mails or documents just to read them unless this is really necessary. *All information stored on the School's computer and e-mail systems are backed-up so you will not lose the information unless you have specifically deleted it.*

When printing out information, it should be cleared from printers immediately, particularly if the information is confidential or contains personal data. Faxes should also be taken from the fax machine immediately. Nothing should be left lying on printers, photocopiers or fax machines at the end of the day.

Finally, the floor space *around/in* your *workplace/office/desk* should remain tidy and free from obstructions at all times.

It is your personal responsibility to adhere to this policy. If you fail to comply with the above rules, it will be dealt with in accordance with the school's disciplinary procedure.