



Cardinal Heenan Catholic High School

Clear Desk and Clear Screen Policy

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Key governor:	
Last reviewed:	
Approved by Governing Body:	<i>A. Temarco</i>
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Introduction

This policy has been introduced to contribution to compliance with the General Data Protections Regulations (GDPR) guidelines, which are due to be implemented in May 2018. The requirements of GDPR are mandatory and Cardinal Heenan Catholic High School takes the issue of Data Protection very seriously.

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:

- 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 school 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 school'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

This policy sets out Cardinal Heenan Catholic High School's requirements for each member of staff to protect any documents or records that contain personal data 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
- Laptops/IPADs and portable hard drives
- Databases

The definition of personal data is data that exists in any of the above that can identify a living person e.g. names, photographs, biometrics, CCTV etc. It applies to pupil, parent and staff data.

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 bags.

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

Tips for having a tidy desk

1. If in doubt - throw it out. If you are unsure of whether a piece of paper should be kept ask your line manager.
2. Set a regular date and time in your diary to clear your paperwork.
3. Use recycling bins for non-personal/confidential papers no longer Needed.
4. Make sure any office paper is shredded before being put in the recycling bins if it contains personal data.

5. Do not print off emails to read them. This just generates increased amounts of clutter.
6. Go through the things on your desk to make sure you need them and what you don't need throw away.
7. Always clear your desktop before you go home.
8. Consider scanning paper items and filing them on the server, in the correct location.

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.



Approved by:

Date:
