



Clear Desk Policy

Our Lady and St Joseph Catholic Primary School

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Approved by: Governing Body
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CLEAR DESK POLICY

‘With Christ at our centre, we love, listen and learn’

Purpose of the Policy

To improve the security and confidentiality of information, Our Lady and St Joseph has adopted a Clear Desk Policy for computer and printer work stations.

Aims

- To ensure that all sensitive and confidential information, whether it be on paper, a storage device, or a hardware device, is properly locked away or disposed of when a work station is not in use.
- To reduce the risk of unauthorised access, loss of and damage to information during and outside of normal school hours or when work stations are left unattended
- To comply with GDPR

Responsibilities

All staff members have a responsibility to store and dispose of sensitive and confidential information in line with the Clean Desk policy. The Data Protection Officer will ensure that the retention period and disposal of documents are compliant with the requirements of the General Data Protection Regulation 2018.

Whenever a desk is unoccupied for an extended period of time the following will apply:

- All sensitive and confidential paperwork must be removed from the desk and locked in a drawer or filing cabinet. This includes mass storage devices such as CDs, DVDs, and USB drives
- All waste paper that contains sensitive or confidential information must be shredded, or placed in designated confidential waste bins. Under no circumstances should this information be placed in a regular waste paper bin.
- Computer/Laptops must be locked when the desk is unoccupied and completely shut down at the end of the work day.
- Laptops, tablets and other hardware devices must be removed from the desk and locked in a drawer or filing cabinet.

- Keys for accessing drawers or filing cabinets should not be left unattended at a desk.
- Printers and fax machines should be treated with the same care under this policy:
 - Any print jobs containing sensitive and confidential paperwork should be retrieved immediately
 - All paperwork left over at the end of the school day on or around the printer/fax machine area will be properly disposed of
 - Personal codes for printers not to be shared

This policy will be officially monitored for compliance by Lucy Henderson, Data Protection Officer, and may include random and scheduled inspections. All policies require the participation of staff and contractors to be successful. Any employee or contractor found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.