

Clear Desk Policy

1. Why the Policy is needed

- It reduces the threat of a security breach and information theft as confidential information gets locked away
- It ensures compliance with data protection regulations – keeping personal data secure
- It reduces the chance of identity theft
- It shows that the Authority is taking corporate responsibility for the personal data in its care
- It helps reduce the amount of paper storage required and expenditure on printing.

2. The policy in operation

The implementation of the policy is fairly straightforward.

- At the end of the working day the employee is expected to tidy their desk and to tidy away all office papers.
- Confidential, personal or sensitive information should be locked securely away.
- Computers should also be locked (Ctrl+Alt+Del) when you are away from your workstation.

3. Tips for having a tidy desk

- Always clear your desktop before you go home.
- Put a date and time in your diary to clear your paperwork.
- Use our secure recycling bins.
- Do not print off emails or other documents just to read them. This just generates increased amounts of clutter.
- Go through the things on your desk to make sure you need them and throw away what you don't need.
- Handle any piece of paper only once – act on it, file it, or put it in the bin.
- Consider scanning key decisions recorded on paper and filing them on your PC in a structured location
- Consult the **corporate retention schedules** if you are unsure what needs to be kept.