

BURE PARK PRIMARY SCHOOL

CLEAN DESK/CLEAR SCREEN POLICY



LEARNING CARING GROWING SHARING

ROLE	NAME	SIGNATURE	DATE
Co-ordinator	Ritsa Petsa		
Headteacher	Sarah Moon		
Curriculum Governor	Paul Meeks		

Next Review

June 2024

Overview

To improve the security and confidentiality of information, Bure Park has adopted a Clean Desk/Clear screen Policy for desk, computer and printer workstations.

This ensures 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 workstation is not in use. This policy will reduce the risk of unauthorized access, loss of, and damage to information during and outside of normal school hours or when desks/workstations are left unattended.

A Clean Desk/Clear Screen Policy is an important security and privacy control and necessary for GDPR compliance.

Scope

This policy applies to all permanent, temporary, and contracted staff working at Bure Park

Policy

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

1. All sensitive and confidential paperwork (documents, notes, memos, post-its) 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.
2. All sensitive information given to a member of staff for reading should be put upside down in a drawer and not left on a desk waiting to be read.
3. All waste paper which contains sensitive or confidential information must be shredded. Under no circumstances should this information be placed in regular waste paper bins.
4. Computer workstations must be locked when the desk is unoccupied and completely shut down at the end of the work day.
5. Laptops, tablets, and other hardware devices must be removed from the desk and locked in a drawer or filing cabinet.
6. Keys for accessing drawers or filing cabinets should not be left unattended at a desk.
7. Printers and fax machines should be treated with the same care under this policy:
 - a. Any print jobs containing sensitive and confidential paperwork should be retrieved immediately. When possible, the "Locked Print" functionality should be used.
 - b. All paperwork left over at the end of the work day will be properly disposed of.

Compliance

This policy will be officially monitored for compliance by the School Administration Officer and Headteacher, and may include random and scheduled inspections.

Non-Conformance

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.