Clear Desk and Clear Screen Policy

Sept 2021

Version 3

Contents

1. Scope

This policy applies to all staff at Expanse Learning who has access to the Company information, information assets or IT equipment. This may include, but is not limited to employees of Expanse Learning, governors, temporary workers, partners and contractual third parties. All those who use or have access to information must understand and adopt this policy and are responsible for ensuring the security of Expanse Learning information systems and the information that they use or handle.

2. Introduction

This policy has been introduced to contribute 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 Expanse Group 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 other information system policies and procedures – all of which are available in the Employee Portal:

- Data Protection and Privacy Notice
- Freedom of Information Policy
- Data Breach Policy
- Complaints Policy

Personal data is any 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.

Paper records containing personal data 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 any of these 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.

This policy sets out Expanse Learning'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:

a. Paper
b. Electronic documents
c. Emails
d. Visual images such as work-related photographs
e. Audio and video recordings
f. Laptops / IPADs
g. Databases (Databridge and Pics)

3. 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 Expanse Learning policies and procedures.

4. Clear Desk Procedure

Personal confidential information must be locked away when not in use and never left unattended. When printing documents containing personal data, 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.

All Portable Computing & Data Storage Devices (PCDs) such as mobile phones, tablets, cameras and laptops should be password and/or personal ID protected and locked away securely at the end of the working day.

5. Clear Screen Procedure

Always lock your desktop / laptop / tablet when leaving the workstation/desk unattended.

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.

6. Monitoring arrangements

This policy will be reviewed every 12 months but can be revised as needed.

Impact of non-compliance

Staff:	Disciplinary action, Support, Action Plan
Student:	Not applicable
Legislation/organisational:	statutory and non-regulated compliance. Prosecution, Staff Retention, Poor employee performance etc
Compliance lead:	Corporate Services
Policy Reference:	ELGR-ADM-004
Version:	3
Agreed policy location:	DatabridgeMIS
Does the policy require Governor approval?	No

Approval

Prepared by	***Approved by***	***Counter Signatory***
Scott Roberts (Assoc. CIPD)	Tony Brown	Richard King
01/09/2021	01/09/2021	01/09/2021
		
Head of Corporate Services	CEO	Director of Schools, Pre 16 Education

Version Control

Version	***Date***	***Revision***	***Review Date***
1	01/09/2019	First Issue	31/08/2020
2	01/09/2020	Reviewed	31/08/2021
3	01/09/2021	Policy Reviewed	31/08/2022
4			
5			