

MPAT Clear Desk Clear Screen Procedure

Introduction

This procedure is a key component of our security management framework and should be considered alongside more detailed policies including acceptable use of computers, use of email/internet, password security and other security guidance, protocols or procedures.

Procedure Statement

1. Purpose

The purpose of this document is to provide guidance and ensure that authorised personnel take responsibility for managing information within their working environment. This includes but is not limited to workstations, desks and open plan offices. Information is a valuable asset to the Trust and it is the end user's responsibility to ensure its Confidentiality.

2. Objectives, Aim and Scope

2.1. The objectives of the Clear Desk and Clear Screen procedure are to:

- Ensure the confidentiality of information;
- Protect the Trust from unauthorised access.

2.2. The aim of this procedure is to specify what is acceptable and what is deemed unacceptable in relation to keeping a Clear Desk and Screen

2.3. The scope of this procedure applies to everyone within the Trust and to others who are authorised to access the internal information.

3. Clear Desk Procedure

3.1. All sensitive paper documents and computer media should be appropriately stored in suitable locked cabinets and/or other forms of security furniture when not in use. Where this is not possible office doors should be locked when unattended. Media should not be placed so it is visible to unauthorised persons through windows/doors. This includes but is not limited to:

- When leaving your working space for any period of time;
- When booking off duty at the end of your working day;
- When holding a meeting in your working space;
- When un-authorized and/or non-vetted individuals are present.

3.2. Where material in any form is marked private and confidential.

3.3. When no longer required the data should be disposed of in accordance with the Trust's disposal guidelines.

3.4 Incoming and outgoing mail points should be suitably located and protected.

4. Clear Screen Procedure

4.1. When leaving your workstation for any period of time your screen must be locked (Ctrl + Alt + Delete.)

4.2. When leaving your workstation for a substantial period of time you are required to log off and shut the workstation down.

4.3. When working in an open plan office or away from your desk, appropriate steps must be taken to ensure the Confidentiality of the information being displayed on your machine.

Always be aware of your surroundings and where necessary or appropriate use screen privacy filters.

4.4. Information should only be displayed on your screen to another individual when it is operationally necessary and appropriate security checks and vetting have been carried out. In this situation you must not relinquish control of the machine to this individual.

5. Monitoring and Review

5.1. Line managers/Supervisors are responsible for ensuring that their staff clearly understand and adhere to this procedure, and are expected to conduct regular random checks to ensure compliance. However, it is the responsibility of all employees to adhere to this procedure to help maintain the security and confidentiality of the Trust's information.

5.2. Any breaches of this procedure will be investigated and, if necessary, appropriate disciplinary action may be taken. All breaches will be recorded on the GDPR breach register.

5.3. This procedure shall be subject to audit by the Trust's internal or external auditors or inspectors. This procedure will be updated in line with relative changes in legislation, Information Security Standards, connection requirements or other relevant standards.

5.4. Compliance with this procedure will be monitored via:

Incident reporting and escalation procedures;

- Data Protection Audits;
- Internal information security audits or line manager inspections;
- Independent audits.

5.5. Further information and advice on this procedure is supported by additional policies within the Trust.

Policy Reviewed:	September 2019
Next Review:	Summer Term 2021
Signature of MPAT Director:	Signature of Headteacher:

Version Control

Version	Date Approved	Changes	Reasons for Alterations
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