

Clear Desk Policy

Information Governance (IG) Services.

Adopted October 2024

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Clear Desk Policy

Rationale

To ensure all personal and confidential information that the **Old Park School** holds is kept secure at all times in accordance with the Principles of the Data Protection Act 2018 and under the Freedom of Information Act 2000.

Under Article 5 Principles relating to processing personal data, it mentions the importance of personal data being processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures, the principle of 'integrity and confidentiality.'

Leaving personal data accessible to third parties creates a risk and could lead to an Information Security Incident. Dependent on the nature of the personal data compromised could bring reputational damage to the school, particularly if the school is unable to demonstrate adequate controls. Dependent too on the nature of the information that has been compromised there may also be a potential safeguarding issue.

The school as an organisation is the data controller, not individual governors, teaching staff or the Data Protection Officer. The school is therefore responsible for ensuring good practice when it comes to the management of its personal data.

Adhering to a Clear Desk Policy ensures that the school is demonstrating evidence to the principle of accountability under data protection law.

Scope

The objective of the Clear Desk Policy is twofold:

- (1) to prevent unauthorised access to sensitive personal and/or confidential information; and
- (2) To improve the security and confidentiality of information.

Old Park School has therefore adopted a Clear Desk Policy for staff 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 workstations are left unattended.

A Clean Desk Policy is an important security and privacy control and necessary for ISO 27001/17799 compliance.

This policy applies to all permanent, temporary, and contracted staff working at, **Old Park School**.

Mandatory requirements

Whenever a desk is left in an unoccupied room the following will apply:

1. 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.
2. All waste paper which contains sensitive or confidential information must be placed in the designated confidential waste bins. Under no circumstances should this information be placed in regular waste paper bins.
3. Computer workstations must be locked when the desk is unoccupied and completely shut down at the end of the workday.
4. Laptops, tablets, and other hardware devices must be removed from the desk and locked in a drawer or filing cabinet.
5. Keys for accessing drawers or filing cabinets should not be left unattended at a desk.
6. Printers should be treated with the same care under this policy:
 - a. Any print jobs containing sensitive and confidential paperwork should be retrieved immediately.
 - b. All paperwork left over at the end of the workday will be properly disposed of.

Compliance

This policy will be officially monitored for compliance and may include random and scheduled inspections by members of SLT and/or Governors of the School.

Non Compliance

All policies require the participation of school staff, volunteers and contractors to be successful. Any employee, volunteer or contractor found to have violated this policy may be subject to disciplinary action.

Linkages to other policies and guidance

Archiving in Public Interest Guide for Schools

Child Protection and Safeguarding Policy

Data Protection Policy

FOI Model Publication Scheme

Freedom of Information Policy

Home Working Best Practice Guidelines

Information and Cyber Security Policy

Ransomware and Data Protection Guidance

Further Information

This policy defines the Clear Desk Policy and is part of the Information Governance suite of policies currently published by **Old Park School**.

If you require advice and assistance around any Information Governance matters (including for example Data Protection, data security and FOI requests) please contact the school's Data Protection Officer (DPO)].



Please contact

YourIG Data Protection Officer Service
Dudley MBC, The Council House, Dudley, DY1 1HF

Email: YourIGDPOService@dudley.gov.uk tel: 01384 815607