

BRENTWOOD BOROUGH COUNCIL

# Clear Desk Policy

1st Draft

Title:	Clear Desk Policy
Purpose:	To ensure information is kept secure
Owner:	Data Protection Officer
Approved by:	Head of Legal Services
Date:	JULY 2017
Version No:	1.0
Status:	SUBJECT TO COMMITTEE APPROVAL
Review Frequency:	Annually or when changes made to relevant Information Governance law
Next review date:	As above
Meta Compliance	IT to ensure policy subject to this

## 1. Introduction

This policy defines the Clear Desk Policy and is part of the Information Governance suite of policies currently under review. If you require advice and assistance around any Information Governance matters (including for example Data Protection, data security and FOI requests) please contact [the council's Data Protection Officer (DPO)]. Further information and resources including training and other online support are available on the council's intranet.

## 2. Purpose

To ensure all personal and confidential information that the council holds is kept secure at all times in accordance with the Principles of the Data Protection Act 1998 and under the Freedom of Information Act 2000.

## 3. Scope

This policy must be adhered to by any employee, elected member, agency worker, third party organisation or other authorised personnel.

## 4. Objectives

The objective of the Clear Desk Policy is to prevent unauthorised access to sensitive personal and/or confidential information.

## 5. Roles and responsibilities

Managers are responsible for implementing this policy within their departments and ensuring that staff comply with it. All staff will accept personal responsibility for compliance evidenced through online meta-data tools.

## 6. Policy statements

6.1 A clear desk will only contain: a telephone, computer, keyboard, mouse and mat or docking station for laptops and stationery. **A clear desk will not contain any information held by the council.**

6.2 Whether you have a fixed workplace or hot desk, when you have finished using your desk, or expect to be away from it for longer than 4 hours, you must clear all information from your desk and ensure that it is locked away.

6.3 When you have finished using your desk or expect to be away from it for longer than 4 hours, you must shut down your computer.

6.4 All information must be locked away in your department cupboard or filing cabinet.

6.5 Cupboard and filing cabinet keys must be kept secure.

6.6 PC's must be locked when you are going to be away from your desk for a short period of time, e.g. during comfort breaks.

6.7 Documents/information must not be left on top of cabinets.

6.8 All cabinets must be closed at the end of the day, with the appropriate cabinets locked for security.