

Adopted: 25<sup>th</sup> April 2017

## **CLEAR DESK POLICY**

The objective of the Clear Desk Policy is to set guidelines which reduce the risk of a security breach, fraud and information theft caused by documents being left unattended in Age UK Cambridgeshire & Peterborough's (AUKCAP) premises.

### **BACKGROUND**

The main reasons we have introduced the policy are:

- It reduces the threat of a security breach and information theft as confidential information gets locked away;
- It ensures compliance with data protection regulations – keeping personal data secure;
- It reduces the chance of identity theft; and
- It shows that the Charity is taking corporate responsibility for the personal data in its care.

### **THE POLICY IN OPERATION**

At the end of the working day or when leaving the office for a major part of the day, all employees are expected to tidy their desks of paper and any files with personal information in them. This also includes business cards, bits of paper with any personal data on it stuck to screens or notice boards. The Charity will ensure the availability of lockable storage or filing cabinets for this purpose which should be locked overnight.

The clear desk policy will also cover areas such as meeting/function rooms. Confidential documents should never be left unattended, and flip charts and whiteboards are no different. At the end of the working day all papers should be removed from printers and photocopiers for filing or disposal.

### **TIPS FOR HAVING A TIDY AND SECURE DESK**

- Go through the things on your desk to make sure you need them and what you don't need throw away.
- Do not print off emails to read them. This just generates increased amounts of clutter.
- Handle any piece of paper only once – act on it, file it, or put it in the re-cycle bin.
- Consider scanning paper items and filing them in your computer.
- All removable computer media, including CDs, DVDs, digital storage media and drives, are locked away.
- Computer systems are logged off and, where appropriate, closed down.
- **Laptops left in the office are removed from the desk and locked away.**
- Desks are cleared and locked at the end of each day.

This policy will be reviewed annually