



## **CLEAR DESK and FLOOR POLICY**

### **OVERVIEW**

A Clear Desk Policy is an important security and privacy control and necessary for compliance with data protection legislation and the General Data Protection Regulation 2018, in relation to the management and processing of personal data. Tidworth Town Council (hereafter known as the Council) has adopted a Clear Desk Policy for desks, conference tables and other work areas to improve the security and confidentiality of information. This will ensure that all personal information including sensitive and confidential information, whether it be on paper, a storage device, or a hardware device, is properly locked away or disposed of when the desk is not in use (for example: anywhere you may store personal information – computer, cupboard, phone, or USB stick – this list is not exhaustive). This policy will reduce the risk of unauthorized access, loss of, and damage to information during and outside normal business hours, or when workstations are left unattended.

### **1. PURPOSE**

The main reasons for having a clear desk policy are:

- To improve data security.
- To show the right image - that we are taking our data compliance duties seriously.
- There is a reduction in stress with employees having a tidy desk.
- There is also a reduction in slips and trips with a clear working environment.

### **2. RESPONSIBILITIES**

This policy applies to all permanent, temporary, and contracted staff working at the Council

### **3. GUIDELINES FOR EMPLOYEES**

**3.1** Whenever you leave your desk or workstation unoccupied, the following will apply:

- Computer workstations must be locked when the desk is unoccupied and completely shut down at the end of the workday.
- All personal, 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 USB drives.
- Laptops, tablets, and other hardware devices must be removed from the desk and locked in a drawer or filing cabinet.
- Keys for accessing drawers or filing cabinets should not be left unattended at a desk.

- All waste paper which contains personal, 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.
- Printers should be treated with the same care under this policy:  
Any print jobs containing sensitive and confidential paperwork should be retrieved immediately.  
All paperwork left over at the end of the workday will be properly disposed of

### 3.2 Office space other than a desk or workstation

Floors, spaces under desks or conference tables must not be used to store any sensitive or confidential papers. These areas are to be treated the same as desks and workstations and must be kept clear.

### 3.3 Non-Compliance

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

Signed: \_\_\_\_\_  \_\_\_\_\_ Date: 5/9/23 \_\_\_\_\_  
(Print Name) CAROLE K. WEBB Chair, Tidworth Town Council