

St Luke's and Moreland Federation

Clear Desk and Screen Policy



St. Luke's and Moreland Policy on Teaching and Learning

Mission Statement:

“Reaching higher than I dreamed,
Becoming the person that I can really be,
Doing the best that I can,
For the world and for me!”

In St Luke's we are fully committed to delivering a high quality Christian education based upon the teaching of Jesus as we actively prepare children for life with a vision to:

"Seek and you will find" Luke 11:9. "Love your neighbour as yourself." Luke 10:27

DATE APPROVED	Sept 2021
REVIEW DATE Biennial	Sept 2025 This policy will normally be under a two yearly review, but with the introduction of the Data Protection Act 2019 following Brexit, the review period has been shortened in the first instance.

Objective

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 the school's premises.

Background

The main reasons we have introduced the policy are:

- It improves data security as personal/confidential information gets locked away.
- It shows the right image when students/guests visit us.
- Scientific studies have shown that there is a reduction in stress with employees having a tidy desk and a tidy desk is a sign of efficiency and effectiveness.
- Studies have also shown a reduction in workplace accidents and spills.
- It ensures compliance with data protection regulations – keeping personal data secure.
- It shows that the federation of Moreland and St Luke's is taking responsibility for the data in its care.

Implications

The purpose of the policy is to reduce the opportunity for security breaches. Though it is not perceived as a widespread issue by staff, how do you know what people are doing with the data you leave on your desk, when you are not present?

The Policy in Operation

The implementation of the policy is fairly straightforward. At the end of the working day or when leaving the school for a major part of the day, staff are expected to tidy their desk of papers and any files with personal information in them. All classrooms have a lockable item of furniture for this purpose. This should then be locked overnight or when out of the room for a period of time.

In addition, take time to do the following tasks:

- Clear out desk draws and cupboards on a planned basis
- Use the cross cut shredder provided in your school to dispose of confidential office paper when it is no longer needed
- Do not print off confidential e-mail to read as this will generate extra paper and extra risk
- If you print confidential information collect it from the printer immediately
- If you see confidential data left on the printer and you are the last person to leave the office at the end of the day, shred the documents before you leave or lock them away.

- When sending a fax ensure you send it to the correct fax number and then call the recipient to make sure they have received it.
- Do not leave confidential information out on your desk when you are away from it. Lock away confidential information if you are on a break and at the end of each working day.
- Aim to handle any piece of paper containing personal/sensitive data once. When you have read it and are finished with it, either file it away or shred it.
- Be sure to double check any paper documentation you put in envelopes to go out in the post. This will avoid individuals being sent confidential information which doesn't belong to them.
- Do not leave confidential data visible on your computer screen when your computer is not in use. Make sure systems, documents, etc are shut down and not accessible if you leave your desk for a break.
- Staff pigeon holes must not be used as a filing cabinet, therefore must be checked and cleared out daily to avoid confidential data being comprised.

Reduction in the use of paper

Many documents can be routinely destroyed as part of normal practice. For example:

- a) Notices of meetings.
- b) Notifications of acceptance or apologies.
- c) Trivial emails.
- d) Draft letters.
- e) Working papers that lead to a final report.
- f) Obsolete publications, manuals and directories.
- g) Superseded address and distribution lists.

These documents should be regularly discarded to prevent ephemeral and transient material from taking up space required by important information.

Please note that in accordance with GDPR, personal data processed for any purpose or purposes must not be kept for longer than is necessary for that purpose or purposes – see document retention policy.

Tips for having a tidy desk

1. If in doubt - throw it out. If you are unsure of whether a piece of paper should be kept ask your line manager.
2. Set a regular date and time in your diary to clear your paperwork.
3. Use recycling bins for non personal/confidential papers no longer needed

4. Make sure any office paper is shredded before being put in the recycling bins if it contains personal data.
5. Do not print off emails to read them. This just generates increased amounts of clutter.
6. Go through the things on your desk to make sure you need them and what you don't need throw away.
7. Always clear your desktop before you go home.
8. Consider scanning paper items and filing them on the server, in the correct location.