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CLEAR DESK & CLEAR SCREEN POLICY

Author: J. Buesnel

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INTRODUCTION

Haute Vallée School is registered as a 'Controller' under the Data Protection (Jersey) Law 2018. We take our responsibilities as a data controller seriously and are committed to using the data we hold in accordance with the law.

This policy has been introduced to ensure that Haute Vallee School is compliant with the General Data Protections Regulations (GDPR) guidelines with regards to personal and/or sensitive data being visible/accessible on workstations, desks and/or computer screens.

Information is an asset. Like any other business asset, it has a value and must be protected. Systems that enable us to store, process and communicate this information must also be protected in order to safeguard information assets. 'Information systems' is the collective term for our information and the systems we use to store, process, and communicate it.

Paper records (containing personal/sensitive data) that are left on desks/workstations overnight or for long periods of time are at risk of theft, unauthorised disclosure, and damage. By ensuring that staff securely lock away all papers at the end of the day, when they are away at meetings and over lunchtime this risk can be reduced.

Security risks, such as unauthorised access to electronic records is also prevalent when PC screens are left unattended.

'Clear desks and clear screens' also ensure that the school projects a professional and efficient image to visitors, members of the public and colleagues.
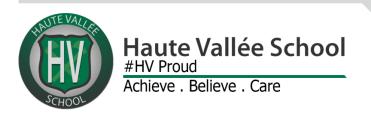
ROLES & RESPONSIBILITIES

It is important that all staff understand what is required of them and comply with this policy.

All staff are responsible for ensuring the information on their desk/workstation or screen is adequately protected in compliance with all relevant school policies and procedures.

SCOPE

This policy applies to everyone who has access to the school's information, information assets or IT equipment. This may include, but is not limited to employees of the school, governors of the school, temporary workers, partners and contractual third parties.

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All those who use or have access to school's information must understand and adopt this policy and are responsible for ensuring the security of the school's information systems and the information that they use or handle.

This policy sets out Haute Vallee School's requirements for each member of staff to protect any documents or records that contain personal data which are kept at their desk/workstation either temporarily or permanently and covers records in all formats including:

- Paper
- Electronic documents
- Emails
- Visual images such as work-related photographs (School Trips, Activity Weeks etc.)
- Audio (MP3) and video (MP4) tapes, CDs, and DVDs
- Memory sticks
- Laptops/IPADs and portable hard drives
- Databases

The definition of personal data is data that exists in any of the above that can identify a living person, for example, names, photographs, biometrics, CCTV etc. It applies to pupils, parents, and staff data.

CLEAR DESK PROCEDURE

Personal confidential information must be locked away when not in use and never left unattended. Ideally, all staff should leave their desk paper free at the end of the day.

Ensure that you select an appropriately located printer where you can retrieve your printing immediately. **Do not** leave personal confidential information for others to find.

An easy way to comply with the clear desk procedure is to work with electronic documents whenever possible – "do you need to print it"?

Ensure documents are disposed of securely. Never put documents containing sensitive, personal, or corporate sensitive information in the general waste bins. Use the **confidential paper** bins located in the staff room.

All Portable Computing & Data Storage Devices (PCDs) such as USB data sticks, mobile phones and laptops should be encrypted and placed out of sight, preferably locked away at the end of the working day.

TOP TIPS FOR HAVING A TIDY DESK

1. 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 regular bins for non-personal/non-confidential papers no longer needed.
4. Make sure any documents that contain sensitive, personal, or corporate sensitive information are put in the confidential bin located in the staff room.
5. Do not print off emails to read them. This just generates an increased amount of clutter.

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6. Go through the things on your desk to make sure you need them and what you don't need throw away.
7. Clear your desktop before you go home.
8. Consider scanning paper items and filing them (via Sharepoint) in the correct location.

CLEAR SCREEN PROCEDURE

Always lock the desktop/laptop when leaving the workstation/desk unattended. If using a shared workstation/desk log off rather than lock it. If anticipating an absence of 30 minutes or more log off or shutdown the computer/laptop.

Pressing 'CTRL+ALT+DEL' and clicking 'Lock this computer' is straight forward and simple. However, a windows key combination is even simpler. Press 'windows key + L' and your computer will lock automatically. (The windows key can usually be found in the bottom left of the keyboard and looks like a flag/window.)

To unlock press 'CTRL+ALT+DEL' and log back in.
Always be aware of the position of the screen on your workstation. Wherever possible, ensure that it cannot be seen by unauthorised people whilst personal data is being displayed.

OTHER IMPORTANT DOCUMENTS

This document should be read in conjunction with the school's other information system policies and procedures – all of which are published on the school's website:

- Haute Vallee Privacy Policy
- Haute Vallee CCTV Policy
- Haute Vallee Data Breach Procedure
- Government of Jersey Data Protection and Procedures Policy