



## Clean Desk Policy

<b>Lead/Owner</b>	CEO
<b>Date of Approval</b>	09/05/2024
<b>Author/Reviewer</b>	CEO/Board of Trustees
<b>Next Review Date</b>	09/05/2027
<b>Related Policies</b>	
<b>Level of Approval</b>	Board of Trustees

### Overview

To improve the security and confidentiality of information, Compassionate Inverclyde has adopted a Clean Desk Policy for computer and printer workstations.

This ensures that all sensitive and confidential information, whether it be on paper, a storage device, or a hardware device, is properly locked away or disposed of when a workstation is not in use. This policy will reduce the risk of unauthorized access, loss of, and damage to information during and outside of normal business hours or when workstations are left unattended.

### Scope

This policy applies to all permanent, temporary staff, and volunteers working at Compassionate Inverclyde.

### Policy

Whenever a desk is unoccupied for an extended period of time the following will apply:

1. All 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 CDs, DVDs, and USB drives.
2. All waste paper which contains 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.
3. Computer workstations must be locked when the desk is unoccupied and completely shut down at the end of the work day.

4. Laptops, tablets, and other hardware devices must be removed from the desk and locked in a drawer or filing cabinet.
5. Keys for accessing drawers or filing cabinets should not be left unattended at a desk.
6. Printers and fax machines should be treated with the same care under this policy:
  - a. Any print jobs containing sensitive and confidential paperwork should be retrieved immediately. When possible, the “Locked Print” functionality should be used.
  - b. All paperwork left over at the end of the work day will be properly disposed of.

**Compliance**

This policy will be officially monitored for compliance by Administration Officer and may include random and scheduled inspections.

**Non-Conformance**

All policies require the participation of staff and volunteers to be successful. Any employee or Volunteer found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Document version control

Version number	Change or update	Author or owner	Date
1.0	First version	CEO	09/05/2024