



Clear Screen Policy

Lead/Owner	CEO
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Author/Reviewer	CEO/Board of Trustees
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Related Policies	
Level of Approval	Board of Trustees

Overview

To improve the security and confidentiality of information, Compassionate Inverclyde has adopted a Clear Screen Policy for all devices on company premises.

This policy will prevent unauthorized access and viewing of potentially sensitive or confidential information on devices that are unlocked and unattended.

Scope

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

Policy

Whenever a device with a screen is unattended for any period of time while on company premises (e.g. a computer screen, laptop, tablet or mobile device), the device must be locked and password protected.

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