



Stanley School

Stanley School Clear Desk Policy

1. Policy statement

Stanley school is committed to ensuring the security and confidentiality of the information it handles. This policy and associated checklist is designed to ensure 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 desk / workstation / office / classroom is not in use.

2. Background

The purpose of this policy is to have clear guidelines on how to secure and dispose of information to reduce the risk of unauthorised access, loss of, and damage to information during and outside of normal school hours or when workstations are left unattended. This policy applies to all staff including temporary and agency staff, and holds all staff accountable for ensuring the data they come into contact with is kept safe and secure at all times.

3. Principles

Whenever a desk/ workstation / office / classroom is unoccupied for an extended period of time and/or at the end of the school day the following will apply:

- a) All sensitive and confidential paperwork must be removed from the desk and locked in a drawer or filing cabinet. This includes storage devices such as CDs, DVDs, and USB drives.
- b) 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.
- c) Computer workstations must be locked when the desk / classroom / office is unoccupied and completely shut down at the end of the school day.
- d) Laptops, tablets, and other hardware devices must be removed from the desk / classroom / office and locked in a drawer or filing cabinet.
- e) Keys for accessing drawers or filing cabinets should not be left unattended at a desk.
- f) Printers and fax machines should be treated with the same care under this policy:
- g) All staff should use the "Locked Print" functionality.

- h) Any print jobs containing sensitive and confidential paperwork should be retrieved immediately.
- i) All paperwork left over at the end of the school day will be properly disposed of.

Where there is a serious breach or improper disclosure of confidential information and/or breach of the data protection act action may be taken in accordance with Stanley School's disciplinary policy.

Stanley School has a legal and moral obligation to look after people's information properly. The purpose of this policy is to provide staff with clear guidelines on how to store and dispose confidential and sensitive information to reduce the risk of unauthorised access, loss of, and damage to information during and outside of normal school hours or when workstations and computers are left unattended.

4. Supporting documentation

- Clear desk policy checklist

5. Related policies / documentation

- Data Protection policy
- Information Security policy
- Security Dos and Don'ts
- Agile Working Policy

6. Communication and Awareness

All staff must be made aware of and understand the need for this policy. **Stanley** School will send out a clear message about the responsibility of all school staff to ensure the safety and security of the information held in their working environment. All staff and members of the school leadership team (SLT) are expected to comply with the terms of this policy.

7. Monitoring and Review

The Clear Desk Policy will be reviewed every two years as part of the **Stanley** school's Policy Review Programme. However, the Policy may be reviewed as and when required, for example, due to legislative changes or if an issue arises around its effectiveness.

Document Ownership	
Policy owned by:	Head Teacher Stanley School Greenbank Drive Pensby Merseyside CH61 5UE
Policy written by:	Jane Corrin (DPO)
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Version Control Table			
All changes to this document are recorded in this table.			
Date	Notes/Amendments	Officer	Next Scheduled Review Date

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