Clear Desk Policy

Scope

This policy aims to reduce the risks of unauthorized access, loss of, and /or damage to information during, and outside of, normal working hours.

It applies to all company employees and external third parties working on our behalf, such as Data Processors. Information falling into scope includes sensitive and confidential data, personally identifiable information and card holder information, monetary items and associated resources.

Clear Desk & Clear Screen Policy

By implementing a clear desk and clear screen policy, we are ensuring that resources of value, and confidential information, are secured from unauthorized access, damage or loss when not in use.

All internal, business critical or confidential information whether in paper or electronic form on storage media, should be locked away (ideally in a cabinet, desk, safe or other secure furniture) when not required, in particular, when the office is unoccupied.

When left unattended, all computers and terminals should be left logged out or protected with a screen and keyboard locking mechanism, which is password protected, or controlled by a token, or similar user authentication mechanism and should be protected by key locks, passwords or other controls when not in use.

Printers, Photocopiers & Reproduction Technology

Unauthorised use of printers, photocopiers and reproduction technology, such as scanners and digital cameras, is prohibited.

Any media containing business critical, internal or confidential information or information that is deemed to be sensitive in other ways, should be removed from printers, photocopiers and reproductive technology immediately after use.

Cash, Bank Cards, Payment Devices & Cheques

All payments or items facilitating payments are to be locked away securely when not in use.

Disposal of Media

All data should be wiped from media devices when no longer required, with those media devices being securely destroyed if appropriate. Items should not be put in general waste. Instead, internal and confidential, personally identifiable information and card holder details should be placed in confidential waste bins or company provided shredders.

Desk Cleaning

All desks and workspaces should be sufficiently tidy at the end of each working day to allow for cleaning staff to perform their duties.

This policy, and matters arising from it are the responsibility of Peter James, Director and are reviewed annually.