



Document Control

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Sunbeam House Services Policy Document	Title: Clean Desk Policy
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1.0 POLICY:

The purpose for this policy is to establish a culture of security and trust for all employees at Sunbeam House Services (SHS). An effective clean desk effort involving the participation and support of all SHS employees can greatly protect paper documents that contain sensitive information about clients, customers and vendors. All employees should familiarize themselves with the guidelines of this policy.

Clear desk policy not only includes documents and notes, but also post-its, business card, and removable media (CDs, floppy disks, memory sticks). This policy also ensures SHS’s compliance with Data Protection Legislation.

2.0 SCOPE:

This policy represents SHS’s position and takes precedence over all other relevant policies which are developed at a local level. The main reason this policy is introduced is that:

- It shows the right image when our customers visit the organisation.
- It reduces the threat of security as passwords and confidential information get locked away.
- Scientific studies have shown that there is a reduction in stress with employees having a tidy desk.
- Studies have shown a reduction in workplace accidents and spills.
- It is generally accepted that a tidy desk is a sign of efficiency and effectiveness

3.0 POLICY

- 3.1 At known extended periods away from your desk, such as a lunch break, sensitive working papers are expected to be placed in locked drawers. Computer workstations must be locked when workspace is unoccupied.
- 3.2 Computer workstations must be shut completely down at the end of the work day.
- 3.3 Any SHS Highly Restricted or Sensitive information must be removed from the desk and locked in a drawer when the desk is unoccupied and at the end of the work day.

Policy No. 85	Revision: 1.0
Page 2 of 4	Department: 006
Full Policy ID Number : 006.85.1.0	



- 3.4 File cabinets containing SHS Highly Restricted or Sensitive information must be kept closed and locked when not in use or when not attended.
- 3.5 Keys used for access to SHS Highly Restricted or Sensitive information must not be left at an unattended desk.
- 3.6 Laptops must be either locked with a locking cable or locked away in a drawer.
- 3.7 Passwords may not be left on sticky notes posted on or under a computer, nor may they be left written down in an accessible location.
- 3.8 Printouts containing SHS Highly Restricted or Sensitive information should be immediately removed from the printer.
- 3.9 Upon disposal SHS Highly Restricted and/or Sensitive documents should be shredded.
- 3.10 At the end of the working day the employee is expected to tidy their desk and to put away all office papers. SHS provides locking desks and filing cabinets for this purpose. All cups/plates, etc. are to be removed from desk areas.
- 3.11 SHS does not expect the policy to be implemented in a heavy-handed way, but expect that employees will live with the spirit of the policy.

4.0 REDUCTION IN THE AMOUNT OF PAPER USED

- 4.1 This policy is designed to help reduce the amount of paper that is used in the SHS. This can reduce the amount of paper we use in the organisation as well as costly toners and cartridges – particularly from colour printers. It will also reduce the amount of filing space that we use.
- 4.2 Many people use print-offs as a form of backup against losing information from the computer systems. Staff are required to back all their information onto the server as and when required.

5.0 TIPS FOR A TIDY DESK

- 5.1 Allocate time in your calendar to clear away your paperwork.
- 5.2 Always clear your desktop before you go home that includes removing cups, dishes, glasses, etc.
- 5.3 Always clear your workspace before leaving for longer periods of time.
- 5.4 Consider scanning paper items and filing them electronically in your workstation.
- 5.5 Do not print off emails to read them. This generates increased amounts of clutter.

Policy No. 85	Revision: 1.0
Page 3 of 4	Department: 006
Full Policy ID Number : 006.85.1.0	



- 5.6 Go through the things on your desk to make sure you need them, what you do not need, throw away.
- 5.7 Handle any piece of paper only once, act on it, file it, or put it in the bin.
- 5.8 If in doubt - throw it out. If you are unsure of whether a duplicate piece of sensitive documentation should be kept - it will probably be better to place it in the shred bin.
- 5.9 Lock away portable computing devices such as laptops or PDA devices
- 5.10 Lock your desk and filing cabinets at the end of the day.
- 5.11 Treat mass storage devices such as CDROM, DVD or USB drives as sensitive and secure them in a locked drawer.
- 5.12 Use the recycling bins for office paper no longer required.

6.0 ENFORCEMENT

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Policy No. 85	Revision: 1.0
Page 4 of 4	Department: 006
Full Policy ID Number : 006.85.1.0	