

BINGLEY TOWN COUNCIL

Bingley Town Council, Myrtle Place, Bingley, BD16 2LF



Clear Desk Policy

Date of review: 8th November 2022

Next review date: October 2023

The objective of the Clear Desk Policy is to set guidelines which reduce the risk of a security breach, fraud and information theft caused by documents being left unattended in Bingley Town Council's premises.

Background

The main reasons Bingley Town Council has introduced the policy are:

- To reduce the threat of a security breach and information theft as confidential information gets locked away.
- To ensure compliance with GDPR – keeping personal data secure.

Policy Statement - Clear Desk

- All staff are to leave their desk paper free at the end of the day.
- All staff are to tidy away all documents when they are away from their desk/workstation for more than a short period of time, when attending meetings and overnight. Computers should be logged off.
- Documents which are likely to be needed by other members of staff should be stored in shared, locked filing cabinets.
- Sensitive information, when printed, should be cleared from printers immediately.

The Policy in Operation

At the end of the working day or when leaving the office for a major part of the day, all employees are expected to tidy their desks of paper and any files with personal information in them. This also includes business cards, bits of paper with any personal data on it stuck to screens or notice boards.

Bingley Town Council will ensure the availability of lockable storage or filing cabinets for this purpose which should be locked overnight.

Confidential documents should never be left unattended.

At the end of the working day all papers should be removed from printers and photocopiers for filing or disposal.

This policy will be reviewed annually.

Tips for having a tidy and secure desk

- Go through the things on your desk to make sure you need them and what you don't need throw away.
- Do not print off emails to read them. This just generates increased amounts of clutter.
- Handle any piece of paper only once – act on it, file it, or put it in the re-cycle bin.
- Consider scanning paper items and filing them on your computer.
- All removable computer media, including CDs, DVDs, digital storage media and drives, are locked away.
- Computer systems are logged off and, where appropriate, closed down. This should be done for short breaks from the desk, e.g. lunchtime.
- Laptops left in the office are removed from the desk and locked away. This should be done overnight or for longer periods.
- Desks are cleared and locked at the end of each day.