ACE Schools Multi Academy Trust

Clear Desk and Clear Screen Policy

Issue	Date	Author/Reviewer Job Role	Comments	Signed by DPO
1	May 2018	*Sapphire Consulting*	New policy in line with GDPR	K Gouldsmith
2	Feb 2019	Chris Humphries Director for Performance	Updated and MAT formatted	K Gouldsmith

Contents

1 Purpose and application

1.1 This policy sets out the measures you are expected to take to protect personal data and confidential information.

1.2 This policy applies to all staff.

2 Responsibility

2.1 The Director for Performance is responsible for this policy.

2.2 They are responsible for: communicating the contents of this policy to all staff; ensuring it is complied with; keeping the policy under review; and arranging any amendments or updates to the policy.

3 Requirements - Do

3.1 If you are going to be away from your desk for an extended period of time, ensure you have taken reasonable measures to prevent unauthorised access to confidential information.

3.2 Lock your computer when you are away from your desk for anything more than a couple of minutes.

3.3 Shut your computer down completely when leaving the office for the day.

3.4 Dispose of any confidential information in designated confidential waste facilities.

3.5 Store confidential papers out of sight overnight or if you will be out of the office for any significant period, preferably in locked cabinets.

3.6 Keep offices and workspaces as uncluttered as possible—desks should be clear of unnecessary items.

4 Requirements - Do Not

4.1 Leave papers on printers.

4.2 Leave phones, tablets, removable media or valuable personal belongings unattended for any significant length of time.

5 Reporting breaches

5.1 All members of staff have an obligation to report actual or potential data protection compliance failures. This allows us to:

    5.1.1 Investigate the failure and take remedial steps if necessary.

    5.1.2 Maintain a register of compliance failures.

    5.1.3 Please refer to our Data Breach Plan for our reporting procedure.

6 Training

6.1 All staff will receive training and/or be made aware of this policy. New joiners will receive training or information as part of the induction process and further training will be provided where necessary, including where there is a substantial change to our policy or procedures.

6.2 The HR Department will continually monitor training needs but if you feel that you need further training on any aspect of our clear desk and clear screen policy or procedures, please contact them.

7 Failure to comply

7.1 Failure to comply with any requirement of this policy may lead to disciplinary action under our procedures.