



**WATERSIDE ACADEMY PUPIL REFERRAL UNIT**

**CLEAR DESK POLICY**

**APPROVED BY GOVERNORS: September 2024**

**POLICY TO BE REVIEWED: September 2025**

## **Overview**

To improve the security and confidentiality of information, Waterside Academy has adopted a Clear Desk Policy for computer and printer workstations, offices and classrooms.

This is 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 workstation is not in use. This policy will reduce the risk of unauthorised access to, loss of or damage to information during or outside of normal school hours or when workstations are left unattended.

A Clear Desk Policy is an important security and privacy control and necessary for GDPR/DPA 2018 compliance.

## **Scope**

This policy applies to all permanent, temporary, and contracted staff working at Waterside Academy.

## **Policy**

Whenever a desk is unoccupied for an extended period of time the following will apply:

1. All sensitive and confidential paperwork must be removed from the desk and locked in a drawer, cupboard or filing cabinet. This includes mass storage devices such as USB drives.
2. All wastepaper which contains sensitive or confidential information must be placed in designated confidential waste bins or shredded. Under no circumstances should this information be placed in regular wastepaper bins.
3. Computer workstations must be locked when the desk is unoccupied and completely shut down at the end of the working day.
4. Laptops, tablets, and other portable hardware devices must be removed from the desk and locked in a drawer, cupboard or filing cabinet.
5. Keys for accessing drawers, cupboards or filing cabinets should not be left easily accessible.
6. Printers and fax machines should be treated with the same care under this policy:
  - a. Any print jobs containing sensitive and confidential paperwork should be retrieved immediately. When possible, the "Locked Print" functionality should be used.
  - b. All paperwork left over at the end of the working day must be properly disposed of.

## **Compliance**

This policy will be officially monitored for compliance by Waterside Academy and may include random and scheduled inspections.

## **Non-Compliance**

All policies require the participation of staff and contractors to be successful. Any employee or contractor found to have violated this policy may be subject to disciplinary action.