

CLEAR DESK/CLEAR SCREEN POLICY

Date Approved: 10 November 2011

Reviewed: January 2019

For Review: January 2022

Context

NIGALA creates and stores information of a sensitive and personal nature which if lost or misused, could be potentially damaging to our reputation.

Purpose

The policy is introduced for two key reasons:

1. It ensures compliance with Data Protection regulations.
2. It reduces the risk of damage to the public perception of a service which is respected for its integrity and protection of children`s rights including protection of personal information.

Other reasons include:

- (a) Studies have shown a reduction in workplace accidents.
- (b) Scientific studies have shown there is a reduction in stress with employees having a tidy desk.
- (c) It creates the right image when we welcome visitors.
- (d) It is generally accepted that a tidy desk is a sign of efficiency and effectiveness.
- (e) It reduces the amount of paper used in the organisation as well as costly toners and inks.

The policy in operation

At the end of the working day or when leaving the office for a major part of the day, the employee is expected to tidy his/her desk of papers, computer media and any files with personal information in them. This also includes business cards, bits of paper with any personal data, e.g. post it notes stuck to screens.

The Agency provides an under desk drawer and filing cabinets for this purpose. The desk drawer or filing cabinets should be locked over night.

Responsibility of Individual Members of Staff

1. Routinely clear your paperwork. Plan a time in your schedule to do this.
If you are unsure whether a piece of paper should be kept – ask your line manager.
2. Use our paper recycling bins for office paper which does not contain any sensitive or personal information

3. Use our secure recycling bins for office paper containing sensitive or personal information which is no longer needed.
4. Do not print off emails unless absolutely necessarily. This just generates increased amounts of clutter.
5. Go through the things on your desk to make sure you need them and throw away what you don't need.
6. Handle any piece of paper only once – act on it, file it and depending on context shred it or recycle.
7. Consider scanning paper items and filing them in your PC.
8. NIGALA has an in house library, if you have books and training manuals that may be of general use please deposit them with library personnel.
9. Always clear you're desktop before you go home.

Clear Screen

It is appreciated that staff will leave their computers for breaks, meetings, etc, and the process of logging off a computer and logging back on can be time consuming. However, in order to protect NIGALA systems and information, computer terminals must not be left logged on when unattended. This includes all computers and laptops whether they are used in NIGALA offices or for home working.

Where staff must leave their terminal unattended for short periods, staff must “lock” their computer by pressing the Ctrl, Alt and Delete keys simultaneously and then clicking the “Lock Computer” button on-screen. To unlock the computer, staff should press the Ctrl, Alt and Delete keys simultaneously again and enter their Password at the on-screen prompts. **Under no circumstances shall a member of staff leave their computer logged-on and unlocked when unattended.**

It is the personal responsibility of each NIGALA member to adhere to this policy and their manager's responsibility to monitor the adherence to the policy.

Monitoring and Review

NIGALA will monitor the implementation of this policy and where staff have failed to carry out the actions as outlined, an email will be sent to their line manager with details of non-compliance with the policy. See appendix 1 for procedure.

Appendix 1

Clear Desk/Clear Screen Infringement Form

Date of Infringement	Name of Staff member	Infringement Details	Date Discussed with Staff Member	Action Taken by Manager

Procedure for Clear Desk Infringement Reporting

- Records Manager/Officer checks office areas.
- Records Manager/Officer records infringement on form.
- Records Officers fill in form and return to Records Manager.
- Records Manager sends forms to relevant Manager.
- Manager completes the form and returns it to Records Manager.
- Records Manager will keep a record of all infringements and actions.
- Clear Desk/Clear Screen monitoring will take place quarterly in Belfast, Armagh & Derry.