

# Clear Desk Policy

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## Overview

Epinay School stands committed to the development of secure policies and practices, and in doing so, has implemented this Clean Desk Policy to increase physical security. This policy ensures that confidential information and sensitive materials are stored away and out of sight when they are not in use or when the workspace is vacant.

This policy sets forth the basic requirements for keeping a clean workspace, where sensitive and confidential information about employees, students, parents/carers and other school stakeholders, and intellectual property is secured.

The policy shall apply to all employees, contractors, and affiliates.

## Policy

1. Employees are required to secure all sensitive/confidential information in their workspace at the conclusion of the work day and when they are expected to be away from their workspace for an extended period of time. This includes both electronic and physical hardcopy information.
2. Computer workstations/laptops must be locked (logged out or shut down) when unattended and at the end of the work day. Portable devices like laptops and tablets that remain in the office overnight must be shut down and stored away.
3. Mass storage devices such as CD, DVD, USB drives, or external hard drives must be treated as sensitive material and locked away when not in use.
4. Printed materials must be immediately removed from printers or fax machines. Printing physical copies should be reserved for moments of absolute necessity. Documents should be viewed, shared and managed electronically whenever possible.
5. All sensitive documents and restricted information must be shredded.
6. File cabinets and drawers containing sensitive information must be kept closed and locked when unattended and not in use.
7. Passwords must not be written down or stored anywhere in the office.
8. Keys and physical access cards must not be left unattended anywhere in the office.

It is the responsibility of each staff member to ensure enforcement of this policy.

If you notice that any of your devices or documents have gone missing, or if you believe your workspace has been tampered with in any way, please notify the Head's PA immediately.

Policy approved by Governors: March 2023

Review date: February 2024