



# CLEAR DESK AND CLEAR SCREEN POLICY 2021-2023

MAT Board Approval:

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Member of Staff Responsible:

Mrs Claire Roberts

## Our Vision

‘To Love, To Learn, To Serve’ sums up the DoWMAT’s vision for those who come together to create the MAT, enabling all to flourish both as individuals and in community with each other; living life in all its fullness (John 10:10).



## Our Values

### To Love

The New Testament sums up the entire law as a call to “love your neighbour as yourself” (Galatians 5:14). The Bible teaches that we are only able to love because God first loved us (1 John 4:10). This love is expected to characterise the way in which the DoWMAT operates, makes decisions, builds relationships, and carries out its day-to-day business: each person putting the needs of others before their own, with a commitment to the flourishing of all. The exposition of love in 1 Corinthians 13 reminds us that love is patient, kind, forgiving, generous, humble, trusting, respectful, hopeful, resilient and enduring. Those who learn and work in the DoWMAT, and all who come into contact with it, can expect to experience that love in the way that they are treated.



### To Learn



The DoWMAT is a Christian learning community that is committed to enabling all to live a life of freedom and transformation as a result of the hope and wisdom that learning brings. Learning is at the heart of the Church of England’s vision for and commitment to education. Growing in wisdom is celebrated in the Bible and all are exhorted to listen, to seek guidance, to acquire knowledge and to learn discretion (Proverbs 1: 1-6), largely through human relationships and interactions. Jesus’ teaching, as summed up in the Beatitudes (Matthew 5:3-10), describes human beings who are learning to live a life that is characterised by humility, compassion, mercy, righteousness and peace. The learning that takes place within the DoWMAT is expected to be recognisably rooted in these godly characteristics and focused upon enabling the holistic development of people who are made in the image of God.

### To Serve

Service and servant leadership, was a striking feature of the way in which Jesus lived his life. The example he gave to his disciples in washing their feet (John 13:1-17) provides us with a role model for the way in which we should seek to live in community with others. Putting the needs of others before our own, supporting people in their growth and development as holistic human beings, enabling people’s gifts and talents to come to the fore as a result of our service to them are all defining characteristics of the way in which the DoWMAT operates. In serving others and meeting their needs through generosity of spirit, we manifest God’s grace and love for others (1 Peter 4:8-11).



These core values underpin all aspects of our Trust as we strive to make a positive difference to the lives of all DoWMAT pupils whilst they are at school and in later life. Through these values, we can be sure our community is one of hope; a place of transformation and trust, where all are treated with respect and dignity.

**OUTSTANDING PROFESSIONALS | COLLABORATIVE PARTNERSHIPS | STRONG SYSTEMS | CONFIDENT LEARNERS**

## 1. INTRODUCTION

Information is an asset. Like any other business asset, it has a value and must be protected. Systems that enable us to store, process and communicate this information must also be protected to safeguard information assets.

‘Information systems’ is the collective term for our information and the systems we use to store, process and communicate it.

This policy should be read in conjunction with the Trust information system policies and procedures including but not exclusively:

- DoWMAT Data Protection Policy
- DoWMAT Data Breach Notification Policy
- DoWMAT Subject Access Request Policy
- DoWMAT Statement of Retention of Records Policy
- DoWMAT Privacy Notices

DoWMAT is responsible for protecting the content of its documents and records, both in paper and electronic format.

The Data Protection Act requires the Trust to keep personal information secure. Paper records which are left on desks/workstations overnight or for long periods of time are at risk of theft, unauthorised disclosure, and damage. By ensuring that users secure all papers at the end of the day or, when they are away from their desks and over lunchtimes, and by ensuring computers are locked down when unattended, this risk can be reduced.

**It is important that all staff understand what is required of them and comply with this policy. All staff are responsible for ensuring the information on their desk/workstation or screen is adequately protected in compliance with all relevant Trust policies and procedures.**

## 2. SCOPE

This policy applies to everyone who has access to the Trust’s information, information assets or IT equipment. These people are referred to ‘users’ in this policy. This may include, but is not limited to employees of the Trust, temporary workers, partners, volunteers and contractual third parties. All those who use or have access to Trust information must understand and adopt this policy and are responsible for ensuring the security of the Trust’s information systems and the information that they use or handle. This policy applies to all users whether Trust based or working remotely.

The policy sets out the Trust’s requirements for each member of staff to protect any documents or records which are kept at their desk/workstation either temporarily or permanently and covers records in all formats including:

- Paper
- Electronic documents
- Emails
- Visual images such as work related photographs
- Audio and video tapes, CDs, DVDs, and encrypted pen drives
- Management Information Systems
- Databases

This policy will also apply to any documents created in different formats in the future.

### 3. PURPOSE/ OBJECTIVES

The purpose of this policy is to ensure users have an awareness of the importance of keeping both paper and electronic documents and records safe when they are working at their desk/workstation or on their screen and that they have knowledge of how to protect them. It is necessary to set out such a policy to ensure:

- The confidentiality, integrity and availability of information is adequately protected.
- A reduction in the risk of security breaches through theft of paper records or unauthorised access to paper records.
- A reduction in the risk of security breaches through unauthorised access to electronic records.
- A reduction in the risk of damage to paper records by fire or malicious damage.
- The presentation of a professional image of the council to visitors, members of the public and colleagues.
- Compliance with the Data Protection Act 1998 and data protection Regulations 2018.
- Compliance with Common law duty of confidentiality.

### 4. POLICY STATEMENT

#### Clear Desk

**All users are to leave their desk/workstation free of any paper document containing potential secure and sensitive data at the end of the day.**

- All users are to tidy away all such documents when they are away from their desk/workstation for more than a short period of time, namely at lunchtime, when attending meetings and overnight.
- Consideration should be given to the protective marking and sensitivity of information when storing it.
- Documents which are likely to be needed by other members of staff should be stored in shared, locked filing cabinets.
- Other documents may be locked in storage boxes the Trust provides for staff members.

- The Central Team will have spare keys so that documents can be accessed if the staff member is absent from work.
- Users should make sure that any documents lying on their desk/workstation are not visible to visitors, members of the public or colleagues who are not authorised to see them.
- Sensitive information, when printed, should be cleared from printers immediately.
- An easy way to comply with the clear desk procedure is to work with electronic documents whenever possible – “Do you need to print it?”.
- Ensure documents are disposed of securely. Never put documents containing sensitive, personal or corporate sensitive information in the general waste bins. Use the shredder provided at home or located in the Trust office.
- If you see confidential data left on the printer and you are the last person to leave at the end of the day, shred the documents before you leave or lock them away.
- Be sure to double check any paper documentation you put in envelopes to go out in the post. This will avoid individuals being sent confidential information which does not belong to them.

### Clear Screen

**All users are expected to log off from their PCs/ laptops when left for long periods and overnight. Use windows CTRL ALT DEL to lock your screens when leaving a workstation turned on.**

- Mobile devices through which access to the network can be obtained, for example PDAs, should be PIN protected, set to power off after a period of 2 minutes and switched off when left unattended. These devices should be stored securely when not in use.
- Users should make sure that no open documents on their computer screens are visible to visitors, members of the public or colleagues who are not authorised to view them.

Consider the angle of your screen and locking the computer as above.

### Working from Home - Coronavirus

INTRODUCTION	
<b>Statement</b>	While homeworking is categorised as a type of flexible working, employees should not assume that other aspects of flexible working (such as amended hours) are automatically part of a homeworking arrangement.
<b>Definition</b>	<ul style="list-style-type: none"> <li>• Home is the main place of work, or</li> <li>• Flexible homeworking with time split between home and the office, or</li> <li>• Working from home occasionally.</li> </ul>
<b>Is the home suitable?</b>	Homeworkers need to ensure they have a safe and reasonable space, security, and privacy in which to work, and for office-type tasks, an internet connection able to support work systems.

<b>Health and safety risk assessments</b>	The employer has a duty of care to its employees and a risk assessment should be in place before homeworking can be approved unless homeworking is enforced for legal reasons. For example, Pandemic restrictions.
<b>Setting up the employee to work from home</b>	The employer will provide appropriate equipment to facilitate homeworking, where reasonable. For example, chair, phone, shredder, paper, ink, secure filing. Any such equipment belongs to the employer, who is responsible for maintaining it. Any work equipment provided is not for personal use by the homeworker or their family.
<b>Running costs and expenses</b>	The employee is expected to provide heating and lighting, and claim Tax relief support for this when possible.
<b>Taxation</b>	There are implications of homeworking on tax. To find out more, see <a href="#">HMRC's guidance</a> .
<b>Mortgage, lease and insurance issues</b>	The employee should tell their mortgage provider or landlord and home insurer of their intention to work from home. They should check that there isn't anything preventing them from working at home - for example, in their mortgage agreement, lease or insurance. Work property and a claim by a third party should be covered by the employer's insurance policy.
<b>The employer's access to the employee's home</b>	In some circumstances, the employer may require pre-agreed access to the home. For example: <ul style="list-style-type: none"> <li>• Maintenance of equipment.</li> <li>• Health and safety assessment.</li> <li>• Electrical equipment testing.</li> <li>• One-to-one meetings with managers/colleagues/clients.</li> </ul>
<b>MANAGING THE HOMEWORKER</b>	
<b>Employee performance</b>	Employees who work from home will be managed consistently with office staff, and given the same opportunities for training, development, and promotion. Employees working from home are expected to follow policies as they would do when working from the office. Employees who work from home should work their core hours unless otherwise agreed with their employer.
<b>The employee's attendance at the main office/base</b>	The employer will set out how frequently, for how long, where and for what reasons the employee's attendance at the organisation's premises will be required.
<b>Security including information</b>	The employer will set out how staff working from home should store and transmit documents and information.

## 5. LEGISLATIVE CONTEXT

This policy has due regard to legislation, including, but not limited to the following:

- The General Data Protection Regulation
- The Freedom of Information Act 2000
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- The Trust Standards and Framework Act 1998

This policy also has regard to the following guidance:

- ICO (2018) 'Guide to the General Data Protection Regulation (GDPR)'

It should be noted that in some circumstances, instances of misuse may constitute a criminal offence.

## 6. ROLES AND RESPONSIBILITIES

It is important that all users (as defined in the scope of this policy) understand what is required of them and comply with this policy. All users are responsible for ensuring the information on their desk/workstation or screen is adequately protected in compliance with all relevant Trust policies and procedures.

## 7. TRAINING

Appropriate training will be made available for existing users that have responsibility for information governance duties. All users will be made aware of their obligations for information governance through effective communication programmes.

Each new employee will be made aware of their obligations for information governance during an induction-training programme. Training requirements will be reviewed on a regular basis to take account of the needs of the individual, and to ensure that users are adequately trained.

## 8. POLICY COMPLIANCE AND AUDIT

Failure to observe the standards set out in this policy may be regarded as serious and any breach may render an employee liable to action under the Trust's disciplinary procedure, which may include dismissal.

The disciplinary procedure is part of the Local Conditions of Employment. Non-compliance with this policy could have a significant effect on the efficient operation of the Trust and may result in financial loss and an inability to provide necessary services to our stakeholders.

Any user who does not understand the implications of this policy or how it may apply to them, should seek advice from appropriate bodies both within and outside of the Trust.