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| Policy No: SJD/ORG/07 | Authorised by: Davina Powell | Review Date: 2nd November 2023 |
| Policy Date: 23rd November 2022 | | Date of Next Review: 1st November 2024 |
| CLEAR DESK POLICY | | |

1. Introduction

This policy defines the Clear Desk Policy in Line with

2. Purpose

To ensure all personal and confidential information that SJD Homes holds is always kept secure in accordance with the Principles of the General Data Protection Regulation (GDPR).

Further information and resources including training and other online support are available as part of the induction

3. Scope

This policy must be adhered to by any employee, agency workers or other authorised personnel.

4. Objectives

The objective of the Clear Desk Policy is to prevent unauthorised access to sensitive personal and/or confidential information.

5. Roles and responsibilities

Managers are responsible for implementing this policy and ensuring that staff comply with it. All staff will accept personal responsibility for compliance evidenced through online training and supervision.

6. Policy statements

6.1 A clear desk will only contain: a telephone, computer, keyboard, mouse and mat or docking station for laptops and stationery. A clear desk will not contain any information held by SJD Homes.

6.2 Whether you have a fixed workplace or hot desk, when you have finished using your desk, or expect to be away from it for longer than 1 hour, you must clear all information from your desk and ensure that it is locked away.

6.3 When you have finished using your desk or expect to be away from it for longer than 1 hours, you must shut down your computer.

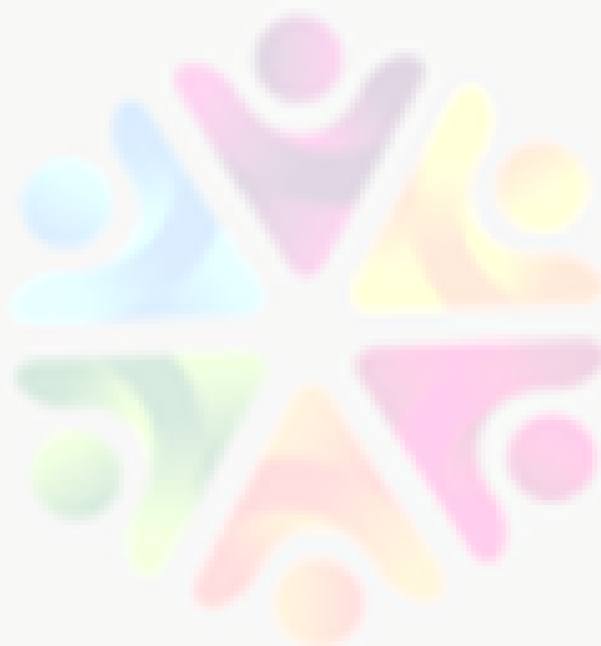
6.4 All information must be locked away in the cupboard or always filing cabinet.

6.5 Cupboard and filing cabinet keys must be kept in the designated secure.

6.6 PC's must be locked when you are going to be away from your desk for a short period of time, e.g.during comfort breaks.

6.7 Documents/information must not be left on top of cabinets.

6.8 All cabinets must be closed, and the key kept in the designated place, with the appropriate cabinets locked for security.



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