**Policy summary**

This policy procedure summarizes the advice provided to all staff regarding clear desks and clear screens. By ensuring staff adhere to the policy the security and confidentiality of COMPANY’s information assets are improved.

**Aim**

The aims of this policy procedure are to: demonstrate that the COMPANY is taking corporate responsibility for the personal data in its care; ensure staff keep data secure; reduce the risks of unauthorised access to, loss of, or damage to data which has been left unattended; and reduce the threat of identity theft or a security breach.

**Scope**

This policy procedure applies to COMPANY’s personnel and includes partners, agency staff, sub-contractors and third part suppliers who may use COMPANY’s premises and information technology infrastructure.

Only current personnel and vetted third party suppliers must be granted access to COMPANY premises, equipment, data and infrastructure.

Where practicable, you should lock information assets protectively marked as PROTECT or higher, in a suitable safe, cabinet, drawer or other storage furniture when you are not using it or you would be leaving it unattended on your desk for a period of time, e.g. you are in a meeting or out at lunch etc.

Where lockable storage is not available the room or office door should be locked if, and when, left unattended.

**Clear screen**

IMPORTANT Remember, you are accountable for all computer activity, emails sent, and transactions entered using your user ID, whether or not you were present at the time.

A password protected screen saver will activate after 5 minutes of inactivity, but this is long enough for someone to compromise any available information or software systems.

Securing your computer

**You should always:**

Action your computer, terminal, laptop or screen when you lock leave it unattended, even for a short period of time. log off have finished working on it and someone is waiting to use it. shutdown have finished working on it and no-one is waiting to use it. This saves energy and allows the machine to maintain and update itself when it restarts.