



SPARKEN HILL
ACADEMY

UK GDPR – Clear Desk & Clear Screen Policy

Rev	Date Issued	Prepared By	Approved	Review Date	Comments
1.2	Feb 2021	RTL	Feb 2022	Feb 2023	
	Feb 2022	RTL	Feb 2023	Feb 2024	
	Feb 2023	RTL	Feb 2024	Feb 2025	
	Feb 2024	RTL	Feb 2025	Feb 2026	

Clear desk and clear screen policy

1 Purpose and application

- 1.1 This policy sets out the measures you are expected to take to protect personal data and confidential information.
- 1.2 This policy applies to all staff.

2 Responsibility

- 2.1 The DPO, in conjunction with the SLT, is responsible for this policy.
- 2.2 The DPO is responsible for keeping the policy under review and arranging any amendments or updates to the policy.
- 2.2 The SLT is responsible for communicating the contents of this policy to all staff and ensuring it is complied with.

3 Requirements—do

- 3.1 If you are going to be away from your desk for an extended period of time, ensure you have taken reasonable measures to prevent unauthorised access to confidential information.
- 3.2 Lock your computer when you are away from your desk for anything more than a couple of minutes.
- 3.3 Shut your computer down completely when leaving the school for the day.
- 3.4 Dispose of any confidential information in designated confidential waste facilities.
- 3.5 Store confidential papers out of sight overnight or if you will be out of the room for any significant period, preferably in locked cabinets.
- 3.6 Keep offices and workspaces as uncluttered as possible—desks should be clear of unnecessary items.

4 Requirements—do not

- 4.1 Leave papers on printers.
- 4.2 Leave phones, tablets, removable media or valuable personal belongings unattended for any significant length of time.

5 Reporting breaches

- All members of staff have an obligation to report actual or potential data protection compliance failures. This allows us to:
- 5.1 investigate the failure and take remedial steps if necessary
 - 5.2 maintain a register of compliance failures

Please refer to our Data Breach Plan for our reporting procedure.

6 Training

- 6.1 All staff will receive training and/or be made aware of this policy. New employees will receive training or information as part of the induction process and further training will be provided where necessary, including where there is a substantial change to our policy or procedures.
- 6.2 The SLT will continually monitor training needs but if you feel that you need further training on any aspect of our clear desk and clear screen policy or procedures, please contact them.

7 Failure to comply

Failure to comply with any requirement of this policy may lead to disciplinary action under our procedures.