Clear Desk and Screen

Guidance

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1. Introduction

1.1 Keele University is committed to preserving the **confidentiality**, **integrity** and **availability** of its data. Hardcopy data left unattended on a desk is at risk of being compromised. If a computer is left unattended and logged on an unauthorised individual could be able to access Keele IT systems and data

1.2 You are accountable for the security of data you access or you have in your possession. Should the personal data you access or in your possession be lost, stolen or compromised it will constitute a breach of the Data Protection Act 1998[1]. In the event of a breach, you will have to demonstrate that your actions leading up to the theft, loss or compromise were reasonable

1.3 This guidance will become Policy in January 2019

2. Scope

2.1 This guidance applies to anyone who processes University data including staff, Post Graduate Researchers (PGRs), students, visitors and contractors. The guidance applies to individual as well as communal offices. Confidential data is any data that if it were compromised could have an adverse effect on the reputation of the University or the ability of the University to function

3. Requirements – Clear Desk

3.1 Ensure that paper records containing confidential, personal or sensitive personal data are secured in a locked drawer or a filing cabinet at the end of the day or if your workstation is to be unattended for a period of one hour or more

3.2 Always shred hardcopy documents containing personal data or cross-shred confidential or sensitive personal data when they are no longer required. Please don't dispose of paper records containing confidential, personal or sensitive personal data in general waste or recycling bins

3.3 Where shredding may not be practical e.g. bulk document destruction, the University has a confidential waste process which should be adhered to:

https://www.keele.ac.uk/estates/energyenvironment/environmentalgoodpractice/ (under the section titled 'What is classed as Confidential Waste?')

Where confidential waste bags are used they should not be left unattended in open or unlocked offices.

3.4 Consult the University's retention schedule and destroy any hardcopy records that no longer need to be retained

3.5 Lock your screen when you leave your computer unattended. This can be done by pressing the keyboard buttons Ctrl, Alt and Delete simultaneously and then ENTER or, with less key strokes, you can press the windows button (between the Ctrl and Alt keys) on your keyboard and L simultaneously

3.6 Do not write down passwords or other restricted account information on paper or post-it notes and then display them in an accessible location. Passwords must be committed to memory or if it is

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[1] The existing Data Protection Act will be updated to include the requirements of the General Data Protection Regulations (GDPR) in May 2018

absolutely necessary for them to be written down stored in a secure location and out of sight at all times

3.7   Make sure that removable media is locked away when not in use. Please do not leave CDs, DVDs and Memory Sticks in drive bays or plugged into devices

3.8   Always remove documents containing confidential, personal or sensitive personal data immediately from printers

3.9   Always ensure that keys to locked filing cabinets or drawers are kept in a secure location

3.10   Do not leave confidential information in shared conference facilities or meeting rooms

3.11   Remove all information from flipcharts and wipe down whiteboards

3.12   Ensure that all office areas are secured when not in use. There should be a "last person out" routine so that everyone understands their responsibilities for locking doors, closing windows and setting security alarms

4. Best practice – PC's and laptops
4.1 Set up an automatic screensaver that is activated after 10 minutes of inactivity. This may already be set up for you

    4.1.1   Right-click the desktop and choose Personalize

    4.1.2   Click the Screen Saver button

4.1.3 From the Screen Saver drop-down list, choose a screen saver

4.1.4 Use the arrows in the Wait xx Minutes text box to set the number of inactivity minutes to 10 minutes before displaying the screen saver

4.1.5 Click the Preview button to preview your screen saver of choice. ...

4.1.6 Click to stop the preview, click OK, and then click the Close button

4.2 Make sure that you shut down your computer at the end of the working day

4.3 Ensure that if you use a laptop or other portable computer device that it is locked in a secure location at the end of the workday

4.4 When travelling with a laptop please adhere to the Mobile Device guidance:

https://www.keele.ac.uk/informationsecurity/encryption/mobiledevices/

4.5 Always be aware when accessing confidential, personal or sensitive personal data of anyone who may be able to view the information displayed on your screen

4.6 Delete any electronic data from the recycle bin of any communal computers that you use

5. Contact

5.1 If you require further advice or you are in doubt about any of the contents of this guidance and what is expected of you raise a support call with the IT Service Desk or speak to your line manager. If you need advice about implementing any of the technical controls that are referred to in this guidance raise a support call with the IT Service Desk

6. Summary – the 3 P's

6.1 **PLAN first thing in the morning**. Keep just the things you need for your workday on your desk. Start each day with a few minutes of planning so that you can organise the documents you need for immediate work. File all other folders and documents.

6.2   **PROTECT information whenever you leave your desk**. You obviously have to leave your desk to attend meetings or to take breaks. But whenever you do, make a quick check to see if there is sensitive information on your desk and place it inside a folder or off your desktop. And for additional security, make sure to lock your screen (<Windows button> and <L>).

6.3   **PICK UP at the end of the day**. When you leave your desk in the evening, don't leave documents on it. In order to maintain the security of both your client and employee information, it's essential to file your documents or lock them up, if necessary. If you get into the habit of clearing your desktop every day before you leave, you'll enjoy the added productivity benefits that come with a clean office first thing in the morning.