

Business Unit:	Organisation Support & Development
Document Title:	LWETB Clean Desk Policy
Document No.	DP005/CD/V3/24
Approved By:	Chief Executive LWETB
Noted by:	LWETB Board

Longford and Westmeath Education and Training Board

Clean Desk Policy

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1. Introduction

This policy sets forth within Longford and Westmeath Education and Training Board (LWETB) the requirements for keeping a clean workspace and ensuring that confidential information and sensitive materials are promptly and securely stored when they are not in use or when the workspace is vacant, preventing unauthorised viewing and access. It applies equally to paper, digital storage media and hardware. This policy should be read in conjunction with all relevant LWETB policies including but not limited to ICT And Data protection Policies. This policy shall apply to all LWETB staff and contractors.

2. Policy

All employees are expected to adhere to the guidelines outlined in Data Protection, Retention Schedule and Desk Sharing and Hot Desking Policies for the confidentiality and security of all data and information whether in computerised format or hard copy.

All sensitive/confidential information in the workspace is to be locked away safely when leaving the workspace either during or at the conclusion of the workday.

Computer workstations/laptops must be locked (logged out or shut down) when unattended and at the end of the workday. Portable devices like laptops, tablets and smart phones that remain in the office overnight must be shut down and stored away.

Mass storage devices such as USB drives, external hard drives or other storage devices are not recommended as storage media. If used in exceptional circumstances, they must be encrypted and treated as sensitive material and locked away when not in use.

Printed materials must be immediately removed from printers/photocopiers. Printing physical copies should be reserved for moments of absolute necessity. Documents should be viewed, shared and managed electronically whenever possible, and password protected where required.

All sensitive documentation and confidential information that does not need to be retained with official LWETB records must be placed in the designated shredder bins for destruction or placed in the locked confidential disposal bins. Placing such items in unlocked, unsealed shredding bags or in boxes marked 'for shredding' is not an acceptable method of securing such material. Please refer to LWETB's Records Retention policy and Schedule for additional information.

File cabinets and drawers containing sensitive information must be kept closed and locked when unattended and not in use.

Whiteboards/notice boards containing sensitive or confidential data must be thoroughly erased immediately after use.

The use of sticky notes or tear-out slips from items like telephone call message books should be avoided. Sending email is more secure.

Passwords must not be written down or stored anywhere in the office.

Keys and physical access cards must not be left unattended anywhere in the office

Staff who do not have sufficient lockable storage space for their work documentation and records should bring this to the attention of their line manager.

If you notice that any of your devices or documents have gone missing, or if you believe your workspace has been tampered with in any way, you must notify the Data Protection Officer immediately.

Managers of sections and departments suffering a shortage of lockable storage should firstly ensure that they are deleting records promptly in accordance with LWETB’s Records Retention policy and Schedule, and that they are monitoring and controlling the volume of records being created to ensure that this is not excessive.

3. Compliance

It is the responsibility of each staff member to comply with the policy outlined above.

Managers / Principals must verify compliance with this policy through methods including periodic walk-throughs of work areas.

Repeated or serious violations of the clean desk policy can result in disciplinary actions in accordance with LWETB’s disciplinary policy.

The Data Protection department is available to give practical assistance with any difficulties complying with this policy.



4. Review

This policy will be reviewed biennially by senior management in line of any changes from the Chief Executive Forum in line with best practice, changes in legislation and guidance from sources such as the Department of Education, Department of Further and Higher Education, Research, Innovation and Science and the Department of Public Expenditure & Reform or by the Chief Executive in response to business needs. The date of implementation is the date of Chief Executive approval.

5. Responsibilities

Owner	Responsibilities
Director of Organisational Support & Development	Revisions and updates to the policy
LWETB Management Team	Review of the Policy
Chief Executive	Approval of the Policy

6. Ownership and Authorisation

OWNER	DATE	SIGNATURE
<i>Organisation Support & Development Director</i>	Sep 24, 2024	 Charlie Mitchell (Sep 24, 2024 09:22 GMT+1)
AUTHORISED BY	DATE	SIGNATURE
<i>Chief Executive</i>	Sep 24, 2024	 Liz Lavery (Sep 24, 2024 10:00 GMT+1)