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**Introduction**

The adoption of a clear desk / computer screen policy is an effective way to contribute to the security of sensitive / personal data and to assist the cleaning staff in maintaining a high standard of cleaning throughout the surgery. It will apply during the working day (in rooms where patients may be present) or at the end of the working day (in all locations within the practice).

**Clear Desk**

At the end of their working day, each employee is required to tidy their desk and personal / work related papers into a tray provided for that purpose and remove the tray into the secure storage cupboard. Each clinical room, administration area, and private office is provided with a lockable cabinet or lockable cupboard with space for the baskets to be held. This will be locked at the end of the day (communal areas) or at the end of a personal working day (private offices), or at other appropriate times.

Keys will be held away from the storage area.

Everyone who works at the practice is personally responsible for the tidiness of their working area.

The advantages of this are:
•Confidential information will not be available to casual visitors
•Information storage will be appropriate to the media (e.g. data CDs may go in a fireproof data safe
rather than being left on desks)
•Information will be held securely whilst not in direct control of the owner
•Workspaces will be kept clear for the next user
•The cleaning team will have clear access to clean working surfaces
•Unnecessary paper will be removed and destroyed regularly
•Items of work are more likely to be dealt with promptly rather than waiting until the next day
•Items will not go missing or be moved / removed overnight
Where a room or workspace has not been tidied at the end of the period, the cleaning team will bundle items together and stack them neatly in a tray or receptacle before placing them in a storage unit. It is therefore in the interests of staff members to tidy their own areas first.

**Clear Screen**•Computers / computer terminals should be logged off when unattended and should be password
protected
•Computer screens should be angled away from the direct view of patients or visitors
•The Windows Security Lock should be set to activate when there is no activity for a short predetermined period of time
•The Windows Security Lock should be password protected for reactivation
•Screensavers should cut in after a short time period
•Users should lock their machines when they leave the room
•Where possible, other security devices, such as keypads, should be introduced to areas that are
designated only accessible to staff
•Printed items should not be left uncollected on printers
•Patient information should be removed from computer screens prior to calling in the next patient
•All rooms with direct access from public areas should be locked when vacated or out of use
•Reception desks / screens in the public view should be clear of information at all times. Keyboards
must be locked when not attended
•Screen filters will be used in vulnerable locations to prevent unauthorised persons viewing screens at an angle to them
•Screens may be turned off (at the screen only) momentarily to prevent unauthorised viewing