

# TRANSPORTATION YOU CAN RELY ON

P23 – Clear Desk / Clear Screen Policy

01.08.2021

## P-23 Clear Desk / Clear Screen Policy

This policy covers use of company supplied workstations and facilities as well as any other facilities being used for the purpose of company operations. The aim of this policy is to ensure all staff and operatives are aware of the importance of physical security of paper documents and computer workstations and to ensure information viewed on screen or printed cannot be used by any other non-authorised parties.

### Key Controls

- **Clear Desks** - When away from desk for any extended period, confidential paperwork must be placed in a locked drawer or stored securely. At the end of the working day desks must be cleared of all confidential or sensitive data.
- **Public areas** - If working in a public area confidential papers must be kept secure at all times
- **Handheld Devices / Removable Storage** - where device can be used to access confidential information or has confidential data stored on the device, it should be secured or locked away if unattended
- **Clear Screen** - when left unattended the computer should be locked. No confidential information should be viewed if working in a public place.

Failure to comply with this policy may result in disciplinary action.

### Approved by:



Damian McLanachan

Managing Director

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