Clear Desk Policy

- ➢ When leaving a desk for a short period of time, users must ensure that all printed matter and removable data storage (including USB drives, CDs, DVDs etc.) containing personal information is stored out of sight.

- ➢ When leaving a desk for a longer period of time / overnight, users must ensure that all printed matter, removable data storage (including USB drives, CDs, DVDs etc.) and any removable computing device (including laptops, tablets and mobiles) containing personal information is securely locked away.

- ➢ Whiteboards and flipcharts should be wiped / removed of all personal information when finished with.

Clear Screen Policy

- ➢ When leaving their workstation for any period of time, the user must ensure that they lock their computer session to prevent unauthorised access to the network and stored information.

- ➢ When leaving their workspace for a longer period of time / overnight, the user must ensure that any removable computing device (including laptops, tablets and mobiles) and any removable data storage (including USB drives, CDs, DVDs etc.) containing personal information is securely locked away.

- ➢ All users must ensure that all their computing devices (including desktop computers, laptops, tablets and mobiles) are set up so that following up to a maximum of 5 minutes of inactivity, the session will be automatically locked as a failsafe measure.

- ➢ All users must ensure their screens cannot be overlooked by members of the public or other unauthorised persons (including unauthorised EA colleagues) when personal and / or confidential information is displayed. Where appropriate, privacy filters should be used to protect the information.