

Computer Equipment Security and Clear Desk Policy

We have introduced this policy to reduce the threat of security breaches and to show the right image when our clients visit the company. It is generally accepted that a tidy desk is a sign of efficiency and effectiveness.

Computer accounts and associated passwords are unique to each other and must not be made available to another person.

For security reasons, screen locks must be used on all computers, laptops etc when you leave your desk.

During business hours we acknowledge the need for you to have files and documents on your desk while you are working, but wherever possible you should keep your desk in a tidy, efficient, professional, and orderly manner.

All employees are instructed to store files, personal data or written information of a confidential nature in a secure manner so that they are only accessed by people who have a need and a right to access them. No files, personal data or written information of a confidential nature are to be left where they can be read by unauthorised people.

We operate a Clear Desk Policy outside of business hours. At the end of the working day employees are expected to tidy their desk and to tidy away all office papers. We provide either an under-desk locker or filing cabinets for this purpose. Hard copy personal data should be stored in a locked filing cabinet, drawer, or safe. Your computer/laptop must be fully shut down when you leave the office for the day.

For the avoidance of doubt, upon the termination of your employment (for any reason) you are required to provide details of your password(s) to the company.

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