

Reference	247 POL 42
Version	1.0
Issue Date	06/01/2025
Approved	MD
Review Date	05/01/2027

247 Alliance Ltd

Clear Desk & Screen Policy

Scope

Applicable to all permanent, temporary or contract staff employed.

Purpose

To improve the security & confidentiality of information. This policy is for paper, removable storage media & Clear Screen for information processing facilities. This is to reduce the risk of Unauthorised access, loss of, and damage of information during & outside normal working hours.

Training Implications

This policy is to form part of your induction training. Should you require further training on the policy, please refer to the Office Manager

Review/Monitoring Arrangements

All staff are responsible for monitoring their compliance with the principles / procedures detailed in this policy. This policy will be continually monitored and will be subject to a regular review that will take place at the annual management review meeting.

An earlier review may be warranted if one of the following occurs:

- A result of legislative/regulatory changes or developments;
- Due to the results/effects of critical incidents;
- Any other relevant or compelling reason.

Non-Conformance

There is a requirement for all staff to comply with this policy, and where requested, to demonstrate such compliance. Failure to comply will be regarded as a disciplinary incident.

Clear Desk

- Where practically possible, paper and computer media should be stored in suitable locked safes, cabinets or other forms of security furniture when not in use, especially outside working hours.
- Where lockable safes, filing cabinets, drawers, cupboards, etc. are not available, office/room doors must be locked if left unattended.
- Confidential sensitive or classified information, when printed, should be cleared from printers immediately – the same applies for documents scanned or faxed.
- It is good practice to lock all office areas when they are not in use. It is also worth noting that information left on desks is also more likely to be damaged or destroyed in a disaster such as fire, flood or explosion.

Reference	247 POL 42
Version	1.0
Issue Date	06/01/2025
Approved	MD
Review Date	05/01/2027

247 Alliance Ltd

Clear Desk & Screen Policy

Clear Screen

- 247 Alliance Ltd. computers/computer terminals should not be left logged on when unattended and should be password protected.
- Computer screens should be angled away from the view of unauthorized persons.
- The Windows Security Lock should be set to activate when there is no activity for a short pre-determined period.
- The Windows Security Lock should be password protected for reactivation.
- Users should log off or lock their machines when they leave their PC.

Malik Mustafa

Director

05/01/2026

Signed:



Review Date: 05/01/2027