

NIPEC/17/08

**NORTHERN IRELAND PRACTICE AND EDUCATION
COUNCIL FOR NURSING AND MIDWIFERY**

Clear Desk and Screen Policy

August 2017

Review date: August 2020

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Introduction

1. This policy applies to all staff and has been developed to improve the security and protect confidentiality of information and reduce the risks of unauthorised access, loss of and damage to information during and outside normal working hours.
2. This policy should be read in conjunction with NIPEC's:
 - ICT Security Policy
 - IT Ethical Code and Computer Usage Policy
 - Data Protection Policy and Manual
 - Records Management Policy Statement
 - Disposal Schedule
 - Security of NIPEC Property and Personal Property
 - Provision, Usage and Security of NIPEC Mobiles and Smart Phonesand the Department of Health's Code of Practice on Protecting the Confidentiality of Service User Information.

Responsibilities of all staff

3. Desk/office:
 - Keep filing cabinets, desk drawers and cupboards closed and locked – do not leave keys in their locks, store these securely.
 - Papers and computer media (eg. Ironkeys) must be stored out of sight in a cabinet/cupboard when not in use, especially outside normal working hours.
 - Confidential and sensitive information must be locked away when not required and when the office is not in use.
 - Paperwork should be routinely cleared, shredding sensitive documents or placing these in confidential waste bags for authorized disposal.
 - Personal information, eg. salary slip or bank statement, should not be left on show or unattended as this contains key private information.
 - Keep mobile devices with you, lock phones with a password.
 - Keep your office area clear of clutter and clear your desk at the end of each day.
4. Computer:
 - Never write passwords down for others to use or hide them in the office.
 - Always 'lock' computers and laptops when leaving these unattended, even for a short period of time, by pressing Ctrl + Alt + Del and clicking on 'Lock this Computer' or by pressing the windows logo key + L.
 - Shut down / turn off computers and laptops at the end of the day or if leaving the office for a significant part of the day (computers and other IT equipment should be unplugged during periods of extended absence, eg. annual leave).
 - Minimise computer applications to prevent others from viewing sensitive data – this can be done by pressing the windows logo key + M.

Implementation and monitoring

5. A copy of this policy will be given to all staff, who should be aware of and ensure this policy is followed on a daily basis. Line managers are required to ensure this policy is deployed within their area of responsibility.
6. This policy will be monitored during its time period and reviewed in August 2020.

Signed: _____
Chief Executive

Date: _____