



**STANDARD OPERATING PROCEDURES:  
OFFICE OF THE BEDFORDSHIRE POLICE AND CRIME COMMISSIONER**

<b>Title</b>	Clear Desk Policy
<b>Area of Compliance</b>	Business and Compliance
<b>SRR Ref. No.</b>	PCC – SR8
<b>SOP Ref. No.</b>	012/2015
<b>Version No.</b>	Version 1.0
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**Revision History**

<b>Date</b>	<b>Revision</b>	<b>Change</b>	<b>Section</b>	<b>Review Date</b>
December 2015	1.0	New Document		December 2016

1. Purpose

1.1 To improve the security and confidentiality of information, the Office of the Bedfordshire Police & Crime Commissioner (OPCC) has adopted a Clean Desk Policy for computer and printer workstations.

1.2 This ensures that all sensitive and confidential information, whether it be on paper, a storage device, or a hardware device, is properly locked away or disposed of when a workstation is not in use. This policy will reduce the risk of unauthorized access, loss of, and damage to information during and outside of normal business hours or when workstations are left unattended.

1.3 A Clean Desk Policy is an important security and privacy control and necessary for ISO 27001/17799 compliance.

2. Background

2.1 Data Protection Act requires organisations in the UK to ensure that personal information is kept secure.

2.2 After a potential data incident/ potential breach it has been recommended for a policy to be drawn up surrounding data.

### 3. Affected persons

3.1 This policy applies to all permanent, temporary, and contracted staff working at the Office of the Bedfordshire Police & Crime Commissioner (OPCC).

### 4. Strategic Risk Register

4.1 The Clear Desk policy will be monitored within the Strategic Risk Register to ensure full adherence to the policy at all times.

### 5. Policy

5.1 Whenever a desk is unoccupied for an extended period of time the following will apply:

- All sensitive and confidential paperwork must be removed from the desk and locked in a drawer or filing cabinet. This includes mass storage devices such as CDs, DVDs, and USB drives.
- All waste paper which contains sensitive or confidential information must be placed in the designated confidential waste bins. Under no circumstances should this information be placed in regular waste paper bins.
- Computer workstations must be locked when the desk is unoccupied and completely shut down at the end of the work day.
- Laptops, tablets, and other hardware devices must be removed from the desk and locked in a drawer or filing cabinet.
- Keys for accessing drawers or filing cabinets should not be left unattended at a desk.
- Refer to the force IT Policy to ensure compliance against IT security.
- Printers and fax machines should be treated with the same care under this policy:
  - a. Any print jobs containing sensitive and confidential paperwork should be retrieved immediately.
  - b. All paperwork left over at the end of the work day will be properly disposed of.

### 6. Responsibilities

6.1 Compliance - This policy will be officially monitored for compliance by the Business and Compliance Team and may include random and scheduled inspections.

6.2 Non-Conformance - All policies require the participation of staff and contractors to be successful. Any employee or contractor found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.