

**Process Id# :: 0005**  
**Process Name :: NSSO Clean Desk Policy**  
**Date Last Updated :: 6/5/2021**

### **Description ::**

To ensure the security and confidentiality of personal data and all other work related information, the National Shared Service Office (NSSO) has adopted a Clean Desk Policy for all desks, computers, devices and printers/photocopiers.

This policy 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 minimise the risk of unauthorized access, loss of, and damage to personal data and any other information during and outside of normal business hours or when workstations are left unattended.

A Clean Desk Policy is an important security and privacy control and necessary for data protection compliance. This policy applies to all permanent, temporary and contracted staff working for or within the NSSO.

**The requirements below apply irrespective of whether staff are working from home or in an office environment.**

### **Policy**

At all times, the following will apply:

- **Passwords:** All passwords must be kept secure. No passwords may be written down.
- **Computers/laptops** must be locked (Ctrl + Alt + Delete or Press the Windows Key + L Key on keyboard) when the desk is unoccupied and completely shut down at the end of the work day.
- **Laptops and mobile devices** must be secured when not in use, and removed from the desk and locked away in a drawer or filing cabinet.
- **Storage devices** such as encrypted USBs must be password protected and locked away when not in use.
- **Don't allow** 3rd party access to your work devices.
- **If working from home**, ensure that other people cannot view or see your screen.
- **All hardcopy and electronic data** must be kept secure.
- **Hardcopy items** must be locked away in the relevant drawer or filing cabinet when desks are unoccupied and when the items are no longer in use.
- **You will leave your desk** at certain times during the working day. Before you do, make a quick check to see if there is personal/sensitive information on your desk and place it in a folder or lock your screen i.e. out of sight. No written material should be left unattended.
- **Keep out just the things you need** for the workday on your desk – i.e. keep unnecessary files and folders locked away.
- **Electronic files** must be password protected at all times.
- **Filing cabinets** must be kept closed and locked when not in use.
- **Keys** for accessing drawers or filing cabinets should not be left unattended at a desk.
- **Printers:** Any print jobs must be retrieved in full immediately. When printing, ensure that you are sending items to the correct printer.
- **Disposal of data:** All unnecessary paperwork left over at the end of the work day will be properly disposed of. Such data must be disposed of securely. Hardcopy items must be disposed of using confidential waste bags or shredding machines. Under no circumstances should such items be

placed in regular waste paper bins. If you are working from home, unwanted personal/sensitive documents should be securely stored until such time that you can return to the office and place in the confidential waste bins.

### **Compliance**

This policy will be officially monitored for compliance by Line Managers, Data Protection Officer/Team and may include random and scheduled inspections. In addition, the matter will also be examined by Internal Audit as part of any data protection audits carried out.

### **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.

If you have any queries regarding the above policy, please contact the Data Protection Team at [dataprotection@pssc.gov.ie](mailto:dataprotection@pssc.gov.ie) or [dataprotection@peoplepoint.ie](mailto:dataprotection@peoplepoint.ie).