



etbi
Education and Training
Boards Ireland
*Boird Oideachais agus
Oiliúna Éireann*

CLEAN DESK

POLICY

*For all staff in
Education and
Training Boards
Ireland*

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Review Date	1 st Sept 2023
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Records Management and Scheduling policy for all staff in Education & Training Boards

Ireland

This policy must be brought to the attention of all staff employed directly by Education, Training Boards Ireland (ETBI), through an agency to ETBI and seconded to ETBI, including those on an approved leave of absence.

ETBI will provide this policy to all staff through appropriate means (e.g. direct correspondence, SharePoint, CPD, induction and mentoring programmes and/or on the ETBI website).

Any queries in relation to the ETBI Probation policy should be communicated to internalpolicies@etbi.ie in the first instance.

I. PURPOSE

The purpose of the clean desk policy is to ensure that any sensitive data is stored away safely when not in use or that data is disposed of correctly if no longer required. The security and protection of the Education and Training Boards Ireland's (ETBI) assets, facilities and personnel are fundamental to the efficient and effective operations of the Organisation.

This policy should not be viewed in isolation. Rather, it should be considered part of the ETBI's suite of Data Protection policies and procedures (see Appendix A).

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2. STAFF MEMBERS COVERED BY THIS POLICY

This policy applies to all staff employed directly by ETBI, through an agency to ETBI and seconded to ETBI.

3. SCOPE

This policy applies to

- Any person who is employed by ETBI who receives, handles or processes personal data in the course of their employment.
- Third-party companies (data processors) that receive, handle, or process personal data on behalf of ETBI, travelling or working remotely

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4. CLEAN DESK POLICY REQUIREMENTS & GUIDELINES

All staff are encouraged to strive and implement a clean desk policy where appropriate and practical. This will ensure that all data within ETBI is protected to comply with the General Data Protection Regulations (GDPR).

The below requirements must be followed by all ETBI staff members:

- Confidential documents should not be left unattended at a workstation when working in ETBI or when working remotely.
- Confidential documents should never be left at the printer, meeting rooms, or other public/semi-public places.
- Do not leave 'Post-it' notes on your workstation that contain personal details such as contact numbers.
- Information stored in either hard copies or soft copies should be revised regularly and disposed of in line with the Records Management policy.
- It is the policy of ETBI that, on leaving your desk, all staff members must lock your screen using a protected password.”
- Shred any confidential documents.
- Staff members working in the office at a designated workstation are required to remove all documentation and equipment after use.

It is useful to use the three P's in relation to office organisation, Plan, Protect and Pick up.

PLAN

At the start of the day, staff members should plan what documents will be required and file away any others.

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 **PROTECT**

Staff members should ensure their laptop has a password protected screensaver and never leave sensitive data around with storing it correctly.

 **PICK UP**

At the end of each day, staff members are asked to clean and clear the workstation that they have been based at and file or shred any printed documents that you may have on their desk. This will ensure that all data is secured and the workstation is cleaned for the next person to use.

5. POLICY COMPLIANCE

Compliance: Breaches of this policy may result in data breaches under data protection legislation, reputational damage to ETBI and an infringement of the rights of employees or other relevant third parties

Non-Compliance: Failure to comply with this policy may lead to disciplinary action being taken in accordance with the ETBI’s disciplinary procedures. Failure of a third-party contractor (or subcontractors) to comply with this policy may lead to termination of the contract and/or legal action. Non-compliance shall be reported to the Director of Organisation Support and Development.

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6. VARIATION

This policy may be amended at any time following consultation between management and staff.

7. REVIEW OF THE POLICY

There will be a review of this policy following two full years after its introduction or earlier if deemed necessary by ETBI management.

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APPENDIX A

The below is a list of a suite of policies and procedures that may be used in conjunction with this policy.

- ETBI Data Protection Policy (Developing)
- Data Retention & Scheduling Policy (Developing)
- ETBI ICT Acceptable Usage (Developing)

The above list is not exhaustive, and other ETBI policies, procedures, standards, and documents may also be relevant.