**Clear Desk Policy**

This focuses on physical documents and assets:

* All confidential papers, notebooks, and printed materials must be stored securely (e.g. locked drawers or cabinets) when not actively in use.
* At the end of the day, desks should be cleared of sensitive materials to prevent unauthorised access.
* Devices such as laptops, tablets, and phones should be locked away or removed from shared spaces when unattended.
* Printed documents should be collected immediately from printers and securely disposed of if no longer needed.

**Clear Screen Policy**

This applies to digital information and devices:

* Computers, tablets, and phones must be locked or logged off when unattended—even briefly.
* Screens should be positioned to prevent shoulder surfing in shared or open-plan environments.
* Automatic screen locks should activate after a short period of inactivity.
* Sensitive data should not be left visible on screens unnecessarily.

**Why It Matters**

* Reduces the risk of data breaches, especially in shared or mobile work environments.
* Supports compliance with standards like **ISO 27001** and **UK GDPR**.
* Reinforces a culture of professionalism, accountability, and data protection.