Nautilus Education - **Clear Desk and Clear Screen Policy**

**Purpose**  
To ensure all workspaces and digital environments are kept secure, professional, and free from unnecessary clutter. This protects sensitive information, supports data protection compliance, and promotes a culture of accountability across Nautilus Education.

**Scope**  
Applies to all staff, contractors, and visitors working on-site or remotely with access to Nautilus Education systems, documents, or client data.

**1. Clear Desk Standards**

At the end of each working session or day, individuals must:

* Remove all confidential documents from desks and store them securely
* Lock away notebooks, printed materials, and removable media
* Avoid leaving personal devices unattended or unlocked
* Dispose of sensitive waste using approved shredding or disposal methods
* Keep surfaces free from clutter that could obscure or compromise work

**2. Clear Screen Standards**

Whenever a device is left unattended or not in use:

* Lock the screen using secure credentials
* Ensure no sensitive data is visible on monitors or shared screens
* Avoid using sticky notes or physical reminders containing passwords or client information
* Log out of systems when work is complete
* Use privacy screens where appropriate, especially in shared or public spaces

**3. Remote and Hybrid Work**

Staff working remotely must:

* Follow the same standards for desk and screen security
* Ensure home workspaces are free from unauthorised access
* Avoid printing sensitive documents unless absolutely necessary
* Use company-approved devices and secure networks

**4. Monitoring and Compliance**

Line managers and IT administrators may conduct periodic checks or audits to ensure compliance. Breaches of this policy may result in disciplinary action in line with Nautilus Education’s Data Breach and Conduct Policies.

**5. Review**

This policy will be reviewed annually or following any significant change in working practices, technology, or data protection legislation.