



53 Ballindalloch Drive, Glasgow G31 3DQ

CLEAR DESK POLICY

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A registered Scottish Charity No.SC039891 Registered: Scottish Housing Regulator.
Registration No. HCB 161 SC Registered: Financial Conduct Authority - 1818 R(S).
Registered under the Co-operative and Community Benefit Societies Act 2014.



1. AIM OF POLICY

The aim of this policy is to ensure that all Association employees operate a clear desk policy at the end of each working day for the following reasons:

- To portray a professional business image to our residents, other customers, and suppliers when they visit the Association's premises.
- To ensure compliance with data protection requirements as personal data must be always held securely.
- To protect employees' health and safety by reducing the risk of workplace accidents.
- To reduce the risk of damage or destruction to information in the event of a disaster such as a fire, flood, or explosion.

2. OPERATIONAL ISSUES

- a) Security - At the end of each working day, desks should be left tidy and cleared with any work-related paperwork stored in employees personal locker which is locked overnight. Confidential information or information containing personal data must always be securely stored.
- b) Shredding - Any paperwork that is no longer needed should be shredded daily. Any unwanted paperwork that contains personal data or sensitive information must be shredded.
- c) Removable Storage Media - This policy includes removable storage media which may contain files downloaded from computers, such as memory sticks, portable hard drives, and CDs. Media of this type should also be cleared from desks before leaving the office and effectively stored.
- d) Sustainability - The Associations Sustainability Strategy is designed to reduce the amount of paper that the organisation uses, which in turn reduces the amount of printing costs. Staff should try to avoid printing hard copies of e-mails or documents unless this is necessary. All information stored on the Association's computer is backed-up so information is not lost unless it has been specifically deleted.
- e) When printing information, it should be cleared from printers immediately, particularly if the information is confidential or contains personal data.

3. BREACH OF POLICY

All Association employees must take personal responsibility to adhere to this policy. Failure to comply with the Clear Desk Policy may result in the Association's disciplinary procedure being applied.

4. DATA PROTECTION

MHA controls the personal information that we collect, this means that we are legally responsible for how we collect, hold, and use personal information. It also means that we are required to comply with the General Data Protection Regulations (GDPR) when collecting, holding, and using personal information.