



## Clear Desk Instruction

### Background

Due to the limited space within our main offices at Dulwich, all desktops and computer terminals are likely to be used by more than one member of staff during any 24 hour period. No member of staff can be guaranteed exclusive use of any specific working space or computer terminal.

In addition, staff will often be handling confidential or sensitive data, and need to give due consideration to issues of data protection and confidentiality. This instruction should therefore be read in conjunction with our Data Protection and Confidentiality Policy.

### Duties of all members of staff

- 1) At the end of your working period you should clear away all documents from your desktop and either file them away or dispose of them appropriately. No files or papers should be left out on your desktop, where they may be viewed by others, or clutter up the workspace.
- 2) Any documents to be passed to others should be placed in a sealed envelope and either given to that person directly or placed in a locked drawer or cupboard until you can give it to the recipient. Documents, even if in a sealed envelope, should not be placed in any 'in tray' which is open and accessible to others.
- 3) You should log off your computer terminal and log back in to the terminal ready for an Adastra user i.e. log in user name Adastra and password Adastra
- 4) You should log out of your telephone terminal
- 5) You should leave your desktop, telephone, computer and office in a clean and tidy state ready for the next person to work at that terminal. Any mugs/china/cutlery should be returned to the kitchen, and any disposable cups, etc should be placed in the appropriate bin. Newspapers/magazines etc should be disposed off in the appropriate bin.