



Berrynarbor Pre-school  
Manor Hall  
Birdswell Lane  
Berrynarbor  
EX34 9SF

Tel: 07932 851052

Email: preschoolberrynarbor@gmail.com

## Clear desk Policy

This policy applies to all employees of Berrynarbor Preschool and its affiliates (Committee members). As an Early Years childcare provider setting, we have access to children and family's personal data.

A clear desk policy is the best way to avoid unauthorised access to physical records which contain sensitive or personal information and will protect physical records from fire and/ or flood damage.

A clear desk policy involves the removal of the physical records which contain sensitive or personal information to a cupboard or filing cabinet drawer (lockable where appropriate). It does not mean that the desk must be cleared of all its contents.

At the end of each day, or if the desk or said workspace is to be unsupervised at any given time, all confidential and personal data must be filed securely away in a locked filing cabinet. This also applied to any electronic device, including preschool laptops, phone and camera which may hold children, staff and parent personal data.

All employees of Berrynarbor Preschool **must** ensure.

1. All sensitive/confidential information in hardcopy or electronic form is secure in their work area at the end of the day and when they are expected to be gone for an extended period.
2. Computer's must be locked when workspace is unoccupied.
3. Compute's must be shut completely down at the end of the workday.
4. Any Restricted or Sensitive information must be removed from the desk and locked in the cupboard or filing cabinet drawer. This also applies when the desk is unoccupied and at the end of the workday.
5. File cabinets containing Restricted or Sensitive information must be kept closed and locked when not in use or when not attended.
6. Keys used for access to Restricted or Sensitive information must NOT be left at an unattended at the desk.
7. Laptops/iPads/kindles preschool camera must be locked away in the filling cabinet drawer.
8. Passwords may not be left on sticky notes posted on or under a computer, nor may they be left written down in an accessible location.
9. Printouts containing Restricted or Sensitive information should be immediately removed from the printer.
10. Disposal of Restricted and/or Sensitive documents should be shredded and disposed of.
11. Whiteboards containing Restricted and/or Sensitive information should be erased, and covered in the case of a visitor e.g., maintenance or show arounds etc.
12. Treat mass storage devices such as external hard drives or USB's as sensitive and secure them in the filling cabinet.

This policy was adopted at a meeting of Berrynarbor Preschool held on 25/08/2016

This policy was review and revised on 24/08/2023

Signed on behalf of the preschool.....Date.....