



**DOWNHAM
MARKET**
TOWN COUNCIL

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CLEAR DESK POLICY

ALL STAFF MUST:

- . clear your desk of all personal, sensitive or confidential information at the end of each working day. Files and removable media containing personal, sensitive or confidential information must be locked away securely in desk pedestals, lockers or filing cabinets at all times, other than when in use by employees.
- . make all efforts to keep this information secure and to ensure it is not readily accessible to non-authorized staff.
- . dispose of personal, sensitive or confidential information securely using the shredder provided.

Any employee found to have violated this policy may be subject to disciplinary action.

