

Clean Desk Policy Statement

To improve the security and confidentiality of information, TXM Plant has adopted a Clean Desk Policy for Desks, computer and printer workstations.

This ensures that all sensitive and confidential information, whether it be on paper, a storage device, or a hardware device, is properly locked away or disposed of when a workstation is not in use. This policy will reduce the risk of unauthorized access, loss of, and damage to information during and outside of normal business hours or when workstations are left unattended.

A Clean Desk Policy is an important security and privacy control and necessary for General Data Protection Regulation (GDPR) compliance.

Scope

This policy applies to all permanent, temporary, and contracted staff working at TXM Plant

Policy

Whenever a desk is unoccupied for an extended period of time the following will apply:


1. All sensitive and confidential paperwork must be removed from the desk and locked in a drawer or filing cabinet. This includes mass storage devices such as CDs, DVDs, and USB drives.
2. All wastepaper which contains sensitive or confidential information must be placed in the designated confidential waste bins or shredded. Under no circumstances should this information be placed in regular wastepaper bins.
3. Computer workstations, Laptops, tablets, and other hardware devices must be locked when not in use or the desk is unoccupied and completely shut down at the end of the workday.
4. Keys for accessing drawers or filing cabinets should not be left unattended at a desk.
5. Printers and fax machines should be treated with the same care under this policy:
 - a. Any print jobs containing sensitive and confidential paperwork should be retrieved immediately. When possible, the "Locked Print" functionality should be used.
 - b. All paperwork left over at the end of the workday will be properly disposed of.

Compliance

This policy will be officially monitored for compliance by Management, IT and SHEQ and may include random and scheduled inspections.

Non-Conformance

All policies require the participation of staff and contractors to be successful. Any employee or contractor found to be in breach of this policy may be subject to disciplinary action and a serious breach may result in dismissal.



Brian Reynolds
Chief Executive Officer



Review due by 31st January 2024