WCTU Clear Desk & Screen Policy
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Overview and Scope

To improve the security and confidentiality of information, Warwick Clinical Trials Unit (WCTU) has adopted a Clear Desk and Screen Policy for all workstation and devices in the unit.

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

A Clear Desk and Screen Policy is an important security and privacy control and necessary for compliance with the UK GDPR (General Data Protection Regulations), University's Standard Operating Procedures and Good Clinical Practice guidelines.

This policy applies to all permanent, temporary, work experience and contracted staff working with WCTU. It applies particularly to office-based working; however, these principles are good practice and should be adopted when working from home as far as is practical.

The University has a 'Mobile and Remote Working Policy 'which details the requirements for use of devices when not on university premises https://warwick.ac.uk/services/sim/policies/information-security/is10/

They have also produced a short video on working safely at home https://warwick.ac.uk/insite/news/working_from_home_securely

Policy

Whenever a device with a screen is left unattended for any period of time while on company premises (e.g., a computer screen, laptop, tablet or mobile device), the device must be locked, and password protected.

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. Any removable media such as USB drives containing data must also be locked away.

2. All wastepaper which contains sensitive or confidential information must be placed in the designated confidential waste sacks. Under no circumstances should this information be placed in regular wastepaper or recycling bins. Confidential waste bags can be ordered by contacting the Estates ServiceDesk and to arrange collection. **Departments retain responsibility** for the storage of confidential waste items (including their shredding, where appropriate) prior to collection. It is the responsibility of Departments to identify dedicated secure areas for the holding of these confidential waste items prior to collection by Estates. In CTU confidential waste bags may be stored in the resource room on the first floor until arrangements have been made for collection.

3. Computer workstations must be locked (e.g., using 'CTL + ALT + DEL' or 'Windows icon + L' for windows machines and Control-Command-Q for Macs) when the desk is unoccupied and must be shut down/logged off at the end of the workday.

4. Offices should be locked if unattended and at the end of the working day.

5. Laptops, tablets, and other hardware devices remaining on university premises must be removed from the desk and locked in a drawer or filing cabinet at the end of the day.

6. Keys for accessing drawers or filing cabinets should not be left in the locks at any time. Keys which are used by several staff members should be held in a mutually agreed location only known to the staff who require them. Where possible keys should be kept in designated key cabinets, or the location periodically changed.

7. Printers should be treated with the same care under this policy and any print jobs containing sensitive and confidential information should be retrieved immediately and not left to print without supervision of the print job.

Hybrid working/hot desking

The University has implemented a hybrid working policy:https://warwick.ac.uk/services/humanresources/internal/hybrid-working/policy-statement-principles/ which WCTU has adopted. This means staff will work a proportion of their hours in the office, with the remainder of their work time spent at home.

Laptops (whether university managed or personal devices) are the responsibility of each individual and they must ensure the security of their machine. When hotdesking, staff must follow the rules above.

Compliance

Individual staff members have a responsibility to report concerns over compliance with this policy to the QA team, Head/Deputy Head of Operations or their Line Manager. Compliance with this policy will also be monitored by the unit heads responsible for Operations, Health Economics, Statistics and Trialists or an appropriate delegate. This may include random and scheduled checks. Scheduled checks will occur at least 6 monthly and will be undertaken by the QA Team who will produce a summary report of any findings. This report will be sent to the Head/Deputy Head of Operations for review and corrective actions will be addressed with individuals to discuss and implement without undue delay. Any outstanding concerns will be escalated to the Governance Committee.

Non-Conformance

All policies require the participation of staff and contractors to be successful. Any employee or contractor found to have violated this policy may be subject to disciplinary action.

Policy Review & approval

From V1.1, review of this policy will be biennial from the active date listed below in the version control table. The QA team will initiate review by the WCTU Governance Committee and approval will be from the Head of Operations on behalf of the committee. Signatures will be electronic and stored in the Q-Pulse electronic Quality Management System.

Version Summary of changes Active date

Version	Summary of changes	Active date
V2.0	Updates to confidential waste disposal procedure. Inclusion of information for hybrid working/hot desking.	19 May 2022
V1.1	Change to update process for monitoring compliance with the policy and to add version control, review, and approval details. Clear desk and clear screen policies merged into one.	09 Jan 2020
V1.0	-	01 June 2016