The Moray Council

Guidelines on desk use

These guidelines are to help staff support the new ways of working, make working flexible for our colleagues and secure the most from our new environments.

Reduce the threat of a security breach by locking away passwords and confidential information. This ensures compliance with data protection regulations and the council's Computer Use Policy.

The authority takes corporate responsibility for the data in its care.

Clear your desks at the end of the day. It should look like this:

This means that no papers, pens or other office paraphenlia are on the surface, and that any personal property you wish to leave at work should be locked away. All paper information must be locked away in pedestals, tambour units or filing cabinets as appropriate. Use the wipes provided to clean the phone handset and desk area. This enables the flexible use of work areas and technology.
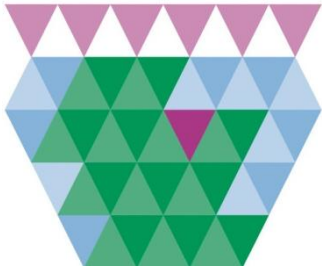
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At no point in time is "confidential" information to be left on unattended or unoccupied desks, like the one above.

Whenever you leave your desk and your PC is switched on, you should ALWAYS lock your screen by pressing 'Control, Alt and Delete' and choosing Lock Computer. Locking your screen prevents someone else from using your PC or being able to read any confidential information you may be working on. When you return to your desk you will need to log back into your PC by pressing 'Control, Alt and Delete' and re-entering your password.

Personal computers should be switched off when not in use and should be protected by locks and/or passwords.