



NOT PROTECTIVELY MARKED

# WEST MIDLANDS POLICE

## Force Policy Document

<b>POLICY TITLE:</b>	<b>CLEAR DESK &amp; SCREEN POLICY</b>
<b>POLICY REFERENCE NO:</b>	<b>Inf/12</b>

### Executive Summary.

To improve the security and confidentiality of information, West Midlands Police uses a 'clear desk' policy for papers and removable storage media and a 'clear screen' policy for information processing facilities. This policy helps to reduce the risk of unauthorised access, loss of, and damage to information during and outside normal working hours or when areas are unattended.

*\*\*Any enquiries in relation to this policy should be made directly with the policy contact / department shown below.*

### Intended Policy Audience.

This policy applies to every police officer, member of police staff, police community support officer, special constable, volunteer, contractor, and approved persons working for or on behalf of West Midlands Police.

<b>Current Version And Effective Date.</b>	<b>Version 0.5</b>	<b>11/11/2014</b>
<b>Business Area Owner</b>	<b>Information Management Services</b>	
<b>Department Responsible</b>	<b>Information Management</b>	
<b>Policy Contact</b>	<b>Paul Richards – Information Security Officer</b>	
<b>Policy Author</b>	<b>Paul Richards – Information Security Officer</b>	
<b>Approved By</b>	<b>DCC Thompson</b>	
<b>Policy Initial Implementation Date</b>	<b>26/11/2014</b>	
<b>Review Date</b>	<b>26/11/2014</b>	
<b>Protective Marking</b>	<b>Not Protectively Marked</b>	
<b>Suitable For Publication – Freedom Of Information</b>	<b>Yes</b>	

### Supporting Documents

- CESG IA Standards (IAS) and Good Practice Guides (GPG's)
- WMP Information Security Policy (Currently in draft)
- WMP Information Classification Policy (Currently in draft)
- HMG Security Policy Framework (SPF);
- BS EN ISO27001 – Information Technology
- Security Assessment for Protectively Marked Assets (SAPMA)
- WMP Local Threat Assessment
- Code of Ethics ([http://www.college.police.uk/docs/Code\\_of\\_Ethics.pdf](http://www.college.police.uk/docs/Code_of_Ethics.pdf))

### Evidence Based Research

Full supporting documentation and evidence of consultation in relation to this policy including that of any version changes for implementation and review, are held with the Force Policy Co-ordinator including that of the authorised original Command Team papers.

**Please Note.**

**PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UPTO DATE VERSION OF ANY POLICY OR DIRECTIVE CAN BE FOUND ON THE EQUIP DATABASE ON THE INTRANET.**

### **Force Diversity Vision Statement and Values**

“Eliminate unlawful discrimination, harassment and victimisation. Advance equality of opportunity and foster good relations by embedding a culture of equality and respect that puts all of our communities, officers and staff at the heart of everything we do. Working together as one we will strive to make a difference to our service delivery by mainstreaming our organisational values”

“All members of the public and communities we serve, all police officers, special constables and police staff members shall receive equal and fair treatment regardless of, age, disability, sex, race, gender reassignment, religion/belief, sexual orientation, marriage/civil partnership and pregnancy/maternity. If you consider this policy could be improved for any of these groups please raise with the author of the policy without delay.”

### **Code of Ethics**

West Midlands Police is committed to ensuring that the Code of Ethics is not simply another piece of paper, poster or laminate, but is at the heart of every policy, procedure, decision and action in policing.

The Code of Ethics is about self-awareness, ensuring that everyone in policing feels able to always do the right thing and is confident to challenge colleagues irrespective of their rank, role or position

Every single person working in West Midlands Police is expected to adopt and adhere to the principles and standards set out in the Code.

The main purpose of the Code of Ethics is to be a guide to "good" policing, not something to punish "poor" policing.

The Code describes nine principles and ten standards of behaviour that sets and defines the exemplary standards expected of everyone who works in policing.

Please see [http://www.college.police.uk/docs/Code\\_of\\_Ethics.pdf](http://www.college.police.uk/docs/Code_of_Ethics.pdf) for further details.

The policy contained in this document seeks to build upon the overarching principles within the Code to further support people in the organization to do the right thing.

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**1. INTRODUCTION.**

The objectives of this policy are to:

- Reduce the risk of a security breach and information theft by ensuring that protectively marked and sensitive information is locked away;
- Ensure successful implementation and on-going management of agile working and hot desk environment
- Show that West Midlands Police takes responsibility for customer data whilst in its care;
- Ensure compliance with data protection legislation by keeping personal data secure;
- Meet the requirements of BS EN ISO 27001 in respect of user responsibilities:
  - Unattended user equipment; and
  - Clear Desk and Clear Screen Policy; and
  - Reduce the chance of identity theft.

## 2. PROCESSES & PROCEDURES.

West Midlands Police Employees and applicable third parties or contractors are required to:

- Clear desks of any protectively marked or sensitive and valuable documents (paper and magnetic). Locking away and storing sensitive or critical business information store in accordance with **Information Classification Policy and Guidelines**
- Close all open applications and shutdown the computer, at the end of the working day or when leaving the office for an extended period of time;
- Lock computers when unattended for short periods by pressing Ctrl+Alt+Del to Lock Computer; or removing smart cards when inserted into keyboards
- To not attempt to alter the screensaver/password settings:
- To enter their password or follow the Smartcard login procedure to unlock the computer when password protected screensavers have been activated following periods of inactivity
- Position screens so that sensitive information cannot be read by others;
- Collect protectively marked or sensitive documents from printers immediately after they have been sent to print.
- Collect protectively marked or sensitive documents from facsimile machines immediately when a fax message is received.
- Where agile working has been implemented: ensure desks are cleared of all items when not in use and at the end of the working day. This includes all paperwork (irrespective of protective marking) and personal equipment (e.g. photographs, pot plants, stationery). Any force issued laptops should be securely stored or taken with you

## 3. UNDERPINNING POLICIES

To support the Clear Desk & Screen Policy the following policies will be maintained by the force:

1. Physical Security Policy;
2. Vetting\Personnel Policy;
3. Information Security Policy;
4. Information Security Incident Management Policy;
5. Information Classification Policy;

**4. EQUALITY IMPACT ASSESSMENT (EQIA).**

The policy has been reviewed and drafted against all protected characteristics in accordance with the Public Sector Equality Duty embodied in the Equality Act 2010. The policy has therefore been Equality Impact Assessed to show how WMP has evidenced 'due regard' to the need to:

- Eliminate discrimination, harassment, and victimisation.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

*Supporting documentation in the form of an EQIA has been completed and is available for viewing in conjunction with this policy.*

**5. HUMAN RIGHTS.**

This policy has been implemented and reviewed in accordance with the European Convention and principles provided by the Human Rights Act 1998. The application of this policy has no differential impact on any of the articles within the Act. However, failure as to its implementation would impact on the core duties and values of WMP (and its partners), to uphold the law and serve/protect all members of its community (and beyond) from harm.

**6. FREEDOM OF INFORMATION (FOI).**

Public disclosure of this policy document is determined by the Force Policy Co-ordinator on agreement with its owner. Version 0.1 of this policy has been GPMS marked as Not Protectively Marked.

Public disclosure does not automatically apply to supporting force policies, directives and associated guidance documents, and in all cases the necessary advice should be sought prior to disclosure to any one of these associated documents.

Which exemptions apply and to which section of the document?	Whole document	Section number
N/A		

**7. TRAINING.**

As part of West Midlands Police's on-going commitment to implementing and further developing this Policy, West Midlands Police is committed to regularly educating, training and raising awareness of Employees on the Policy and of any further commitments required by West Midlands Police to conform with legislation.

**8. PROMOTION / DISTRIBUTION & MARKETING.**

Personnel will also be required to familiarise themselves with this policy upon appointment and on an annual basis to ensure that any change in procedures is appropriately adopted.

The policy will be advertised on:

Noticeboard message regarding release of policy  
Force Policy Portal  
Relevant Intranet Pages

**9. REVIEW.**

The policy business owner – Information Management – maintains outright ownership of the policy and any other associated documents and in-turn delegate responsibility to the department/unit responsible for its continued monitoring.

The policy should be considered a ‘living document’ and subject to regular annual review to reflect upon any Force, Home Office/ACPO, legislative changes, good practice (learning the lessons) both locally and nationally, etc.

A formal review of the policy document, including that of any other potential impacts i.e. EQIA, will be conducted annually as indicated on the first page.

Any amendments to the policy will be conducted and evidenced through the Force Policy Co-ordinator and set out within the version control template.

Feedback is always welcomed by the author/owner and/or Force Policy Co-ordinator as to the content and layout of the policy document and any potential improvements.

**10. PROFESSIONAL STANDARDS OF BEHAVIOUR.**

All staff are reminded that it is their personal responsibility to protect the data held within police systems, in line with force policy and legislation, and to ensure that it is only used for a clearly defined policing purpose. Any unauthorised access to, or disclosure of data for a non-policing purpose could lead to criminal or disciplinary proceedings



**CHIEF CONSTABLE**

## 11. VERSION HISTORY.

Version	Date	Reason for Change	Amended/Agreed by.
0.1	21 Mar 14	Initial Draft	Advent-IM
0.2	22 Mar 14	Content Review, re-organise, amend and Update	Paul Richards, Information Security Officer
0.3	24 Jul 14	Further updates (NWOW)	Paul Richards, Information Security Officer
0.4	12 Aug 14	Updates	Paul Richards, Info Security Officer
0.4	15/10/2014	Amended formatting & minor changes	56408 Couchman
0.5	11/11/2014	Minor amendments	Stephen Lashley 55567
0.5	27/11/2014	Policy approved & implemented	56408 Couchman