

Clear Desk Policy & PC Security

It is very important that we operate as securely as possible, therefore please can you ensure that you are implementing the following procedures:

CLEAR DESK

- When leaving your desk at the end of the day you make sure that any Confidential information is placed in a locked drawer. This includes, but is not limited to:
 - Questionnaires containing participant identifiable information
 - Data list/grids containing participant information

PC SECURITY

When leaving your desk for any period of time, it must be locked to ensure no unauthorised access – this should be done by pressing 'Control, Alt , Delete' then LOCK. You will need your normal password to unlock the machine.

I confirm I have read and understood the Clear Desk Policy & PC Security and will follow these guidelines.

SIGNED: _____

PRINT: _____

DATE: _____