



PASSWORD MANAGEMENT AND CLEAN DESKS

PROCEDURE: Passwords

In order to maintain a confidential and secure workplace protecting both staff and patients it is important that staff follow these principles:

- Computer passwords for individual members of staff are kept private which means: once decided on, a password is committed to memory, is not written down or saved anywhere like a phone or e-mail that may be accessed by friends and family.
- Passwords are not shared between members of staff
- Passwords are changed every six months and are not obvious in nature i.e: 'Password' or '123456789'
- USB Sticks containing patient information are encrypted.

PROCEDURE: Clean desks

Whilst not in use, work areas must remain free of all patient data this includes:

- Paper copies of Patient data
- Unencrypted USB sticks
- Unencrypted discs
- In addition computer screens must not be left with windows open containing patient data that may be seen by others if unattended.

The following actions must be applied to maintain the clean desk policy:

- When not in use, but to be completed, paperwork must be placed in file boxes on each staff member's desk.
- When the paper items have been used, they must be filed away in the correct area for that patient.
- If the paperwork has reached the end of its lifecycle it must be placed in the confidential shredding bin.
- USB sticks, when not in use, should not contain any personal data, and should be routinely wiped and stored.
- CD/DVR's when not in use should not contain any personal data, and should be routinely wiped and stored.
- When working on documents on the computer, if you need to leave your desk, the windows should be minimised and the screen switched off.
- If you are leaving your desk for any length of time longer than 5 minutes you need to log off your computer so it can only be accessed again via your secure password.
- When finishing work for the day, no desks should have patient data on them and should be clear of clutter, computers should be turned off.