



Office Security Policy

This policy replaces the previous 'Office Use Policy'

1. When not in use the office will be kept locked with the windows secured. When officers leave the office temporarily but remain elsewhere in the building, the door should be locked. When the office is not in use for more than a few minutes, officers must additionally log out of their computer systems and any papers containing personal data must be locked away. Filing cabinets containing personal data must be kept locked except when in use.
2. Keys for the QPCC office are held by the officers only, with a spare held at Beethoven Centre Reception. When no officers are present in the building, staff at the Beethoven Centre Reception are instructed only to allow access to the office for the cleaner; or for councillors with the explicit agreement, at the time, of one of the officers. The presence of anyone else accompanying the councillor in such cases, for example for a meeting, must be recorded with Reception.
3. Personnel data, financial data, any permitted personal data (such as recruitment information) and the historical archive will be kept in locked filing cabinets. The keys to these cabinets are held only by the officers.
4. The office contains a shredder which is to be used for disposal of all confidential documents and unwanted paper.
5. Officers are encouraged to save paper by recycling sheets where it is appropriate to print or write on the reverse. However, printed output that includes personal details must not be recycled in this way but must be shredded.

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