1. **Scope**

All organisational photocopier services are subject to this instruction.

1. **Responsibilities**

The users of photocopiers are responsible for security when using these machines, as they are managed by the landlord/third-party.

All employees/staff, sub-contractors or temporary employees/staff who make photocopies on organisational facilities are subject to this instruction.

1. **Work Instruction**
   1. Photocopies of confidential and restricted information should not be made unless absolutely necessary.
   2. Page caches and pages stored on all photocopiers must be cleared monthly.
   3. Original documents and any copies of them must be removed and not left at the photocopying station.

***Document Owner and Approval***

The Director (CISO) is the owner of this document and is responsible for ensuring that this work instruction is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet

This work instruction was approved by the Chief Information Security Officer (CISO (DIRECTOR)) on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

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| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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