

Shepherdswell *with* Coldred Parish Council

BRING YOUR OWN DEVICE POLICY

INTRODUCTION

Shepherdswell with Coldred supports the use of personal devices such as smartphones and tablets, to enable access to council information. Using a personal device in this way is called Bring Your Own Device (BYOD).

There are increased information risks associated with BYOD, such as making sure that council information is kept secure even if your personal device is lost or stolen or is used by another person.

1. POLICY

1.1 This policy is intended to reduce the risks of BYOD by clearly outlining individual responsibilities, minimum requirements, and acceptable use.

1.2 This policy is for all employees, elected members and co-opted members who access the council's information using a personal device.

1.3 Breach of this policy may result in disciplinary action or, in the case of Councillors, a referral to the Monitoring Officer.

2. DEVICE OWNER RESPONSIBILITIES

2.1 If you use your personal device to access Council information, you are responsible for protecting the device. This includes ensuring the device is not used by anyone else to gain access to Council information – even if you think the information is not confidential.

2.2 Device owners are expected to behave in accordance with Shepherdswell with Coldred Parish Council's policies whilst using personal devices to work for the Council.

2.3 It is strongly recommended that you set a pin of at least 4 digits to unlock your phone as a minimum. Using an additional step such as your fingerprint will improve the security of your phone. Similarly, a laptop or tablet device would need a strong password to gain access.

2.4 As the device owner, you have some specific responsibilities:

- a) Do not lend anyone your device to access Shepherdswell with Coldred Parish Council information
- b) Before you sell, recycle, give away or otherwise dispose of your device, Council information to be removed securely
- c) Any private information or applications on the device are entirely your own responsibility
- d) Adhere to Council policies for working practice and information security when you use your personal device for BYOD
- e) Always take appropriate steps to maintain the security of Shepherdswell with Coldred Parish Council information
- f) Do not try to download Council information or files to your mobile device
- g) If you need to email sensitive or confidential information to an external recipient, then the information must be password-protected and encrypted

- h) Ensure that your device is compliant, and that security software is up to date
- i) If you think that your access to Council information has been misused, or that Council information has been breached or shared inappropriately, you must notify the Clerk who acts as the Data Protection Officer.
- j) You are responsible for the safekeeping of your own personal data
- k) You will be responsible for paying any network charges you might incur whilst using your personal device for BYOD
- l) You should use your phone in an ethical manner.

2.5 It is recommended that you insure your personal device under your home contents insurance.

2.6 Any personal device used at work may be subject to “discovery in litigation”. This means that it could be used as evidence in a lawsuit against Shepherds Well with Coldred Parish Council. Your data could be examined by any parties involved in a lawsuit.

2.7 A further consideration is that if you travel internationally your device might be subject to search and seizure at border control.

3. SHEPHERDSWELL WITH COLDRED PARISH COUNCIL RESPONSIBILITIES

3.1 As a Data Controller, Shepherds Well with Coldred Parish Council is responsible for ensuring that all processing of personal data which is under its control, remains in compliance with the General Data Protection Regulation 2016 (GDPR).

3.2 Shepherds Well with Coldred Parish Council will respect the privacy rights of individuals and only implement security measures which are required to meet its obligations as a Data Controller.

3.3 Shepherds Well with Coldred Parish Council will not be responsible for covering the costs of damage to, or loss of, any personal device used for BYOD.

3.4 Shepherds Well with Coldred Parish Council will not be responsible for covering any network costs incurred when using a personal device for BYOD.

3.5 Shepherds Well with Coldred Parish Council cannot and will not monitor the private usage of your device.

This Policy was adopted by Shepherds Well with Coldred Parish Council on:

Date: _____

Signed: _____ **(Chair)**