



**COUNCIL ISSUED
MOBILE PHONES
POLICY
(DRAFT)**

1. POLICY STATEMENT

The Parish Council can issue a mobile phone to employees who need it to ensure that they remain compliant with current General Data Protection Regulation legislation and for wider communication purposes.

2. POLICY AIMS

The key aims of the policy are to:

- Set out the reasons as to why a mobile phone may be issued to employees
- Promote safe and appropriate use of council issued mobile phones
- Facilitate compliance with GDPR

3. SCOPE

This policy applies to all employees who have been issued a mobile phone for use as part of completing their assigned duties.

4. WORK MOBILES

All issued devices remain property of the Council.

The use of a designated work mobile is promoted as it:

- Prevents employees from storing personal data of members of the public on their own personal device
- Is an effective communication aid allowing employees to use it to receive and send e-mails, make telephone calls, send text messages, and update council social media pages when not physically at the council office.
- Can be used a back-up option should there be connection problems with the council's landline telephone

5. USAGE GUIDELINES

The following guidelines outline the proper use of a council issued mobile phone.

Employees can use the device:

- To contact other employees of the parish council, parish councillors or other third parties if related to council business. This may be through a telephone call or other means of communication.
- To take photographs or videos for work purposes
- To keep track of and carry out work tasks
- To update council social media pages

Employees may not use the device:

- Whilst driving or operating machinery
- To log into personal web-based accounts or for personal web browsing

In addition to this, employees must:

- Ensure the phone is locked when not in use and inaccessible to anybody other than themselves
- Not exceed the data or usage limits associated with the device where possible

If it is deemed that the user has misused the device, it may take appropriate disciplinary action under the Disciplinary Procedure as outlined in the employee's contract.

6. LOST, STOLEN OR DAMAGED DEVICES

The user is responsible for the security of the device at all times.

If the device is lost, stolen, or damaged this must be immediately reported to the Clerk or Chairman of the Council.

In the event of theft this must also be reported to the police and an incident number obtained.

The Council may claim reimbursement from the user for the cost of repair or replacement if it is deemed a user has not taken appropriate measures to protect the device.

7. MONITORING OF COSTS

The Council will receive a monthly bill identifying all calls, texts, and amounts data usage. If clear misuse results in a bill over the expected cost, then the Council may claim this back from the user.

This policy will be reviewed on an annual basis.

Date Adopted:

Date of Review: