

Mobile / Portable Device Usage

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Version Control

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Amendment History / Change Record

This document will be periodically reviewed and updated as necessary to reflect changes in technology, legislation, or company requirement. Please contact the IT Service Desk on 01255 686599 for any questions or clarification regarding this document.

| Date | Version | Key Changes / Sections Amended | Amended By |
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TENDRING DISTRICT COUNCIL MOBILE/PORTABLE DEVICE USAGE

1. INTRODUCTION

At Tendring District Council, we recognise the importance of mobiles / portable IT devices in today's business environment. Mobile devices have become indispensable tools that enable employees to stay connected, collaborate, and access critical information on the go. To maintain a productive and secure work environment, it is essential to establish guidelines for the appropriate use of mobile phones and ensure compliance with relevant legislation. This Mobile / Portable Device Usage document outlines their acceptable use within the scope of our organisation.

2. SCOPE

This document applies to all employees (including home workers), members, students and trainees while using the Council's IT devices; or authorised remote access from a user's own IT equipment (including agency staff), secondees, consultants and other staff on placements with the Council. This document applies to all types of mobile / portable IT device including, but not limited to, laptops, smartphones, and tablets.

3. ACCEPTABLE USE

Mobile devices should be used for work-related communication, including emails, calls, and text messages as required for job responsibilities.

Employees are required to protect company sensitive information when using mobile devices. Never share confidential information via unsecured channels.

All mobile device contracts include a data allowance; you are responsible for ensuring your usage remains within this allowance. If your business requirements exceed the set allowance, please discuss this with your line manager, who can authorise an increase.

You are required to comply with the council's relevant policies and guidelines; these include Corporate Data Protection Policy, Corporate Information Security Policy and Staff Handbook, all of which can be found on the council's intranet.

Always ensure that you maintain a professional approach within all texts and emails in accordance with the Staff Handbook and your job description. Such documents can potentially be subject to disclosure for freedom of information and data protection requests.

4. UNACCEPTABLE USE

This is not an exhaustive list. Please see some examples below related to prohibited use.

- Viewing, sharing, or storing inappropriate, offensive, or illegal content.
- Participating in competitions.
- Downloading and installing unauthorised applications or software.
- Swapping your personal or council device SIM card between council owned and personal devices.
- Using a personal SIM card in your dual SIM council owned device.
- Personal use, including texts, calls, emails, and mobile data.
- Using your mobile device while driving is illegal.

5. DATA ROAMING CHARGES

Data roaming is disabled by default outside of the United Kingdom. If you have a business requirement to take your mobile device abroad, please complete and submit the form linked below.

<https://forms.microsoft.com/e/e2qKJfVCqS?origin=lprLink>