



# PUCKLECHURCH PARISH COUNCIL

## PUCKLECHURCH PARISH COUNCIL MOBILE PHONE POLICY

1. All such equipment issued by the Council is the property of the Council and must be returned upon cessation of employment with Pucklechurch Parish Council.
2. Mobile phones supplied by the Council are for work related calls only, unless it is an emergency. If an employee is called out at short notice, or required to work later than planned and needs to advise their family a short call is treated as business purposes.
3. Sensitive and person identifiable information must never be sent by text message as it is not a secure method.
4. When using a mobile phone, employees must exercise caution and consider their immediate environment when making confidential calls.
5. While carrying out day-to-day tasks, if an employee has to use the camera or video function on their allocated mobile phone they should be aware of their surroundings and members of public at all times and must also ensure that any captured images do not breach Data Protection.
6. Any captured images should be sent to the clerk and be removed from the device as soon as possible.
7. Employees should ensure that they take their allocated mobile phone with them whenever they are on duty and that it is kept (locked away) securely when not required.
8. The mobile phone should always be switched on during working hours, or when on-call, except where it would be inappropriate for the phone to ring e.g. in meetings, whilst driving etc...
9. It is the employee's responsibility to keep their allocated mobile phone and any associated equipment operational and safe.
10. Employees should not leave a mobile phone unattended where it can easily be seen and/or stolen.
11. Allocated mobile phones must conform to the standard pre-set specification and employees should not attempt to personalise the mobile phone by downloading ring tones, graphics etc.
12. SIM cards should not be swapped from one mobile handset to another unless authorised by the Clerk.
13. The SIM card pin lock should be activated at all times.
14. The automatic keypad/screen lock should be activated at all times.
15. Any faults or issues relating to the allocated mobile phone, or additional equipment, should be reported to the Clerk as soon as possible.



## PUCKLECHURCH PARISH COUNCIL

16. Mobile phones should not be used when driving or controlling any vehicle. The use of hands free equipment is not advised however, any calls should only be taken when it is safe to do so.
17. Mobile phones should not be used in any manner which would or could cause harassment or distress to any member of public or service users – including the distribution of inappropriate text messages/images or the capturing of images/video without consent.
18. If a mobile phone is lost or stolen it must be reported at the earliest possible opportunity to the Clerk.
19. Smart phones should only be used with applications, software and facilities supplied with the smart phone.
20. The downloading and use of software, facilities, programs and apps on smart phones is not permitted unless the software has already been approved.
21. Security measures installed on any mobile or smart phone should not be circumvented, altered or deleted.
22. All mobile phones, of any type, issued by the Council, must never be used as a permanent storage device for sensitive or person identifiable data under any circumstance. Sensitive or person identifiable information should be removed from the device and stored by the Clerk.
23. All mobile phone usage will be monitored using itemised billing facilities and on-line Management Tools.
24. All employees are required to comply with these Procedures. Non-compliance involving misuse of a Pucklechurch Parish Council mobile phone and any associated equipment may result in disciplinary action.
25. These procedures will be regularly reviewed to ensure they continue to meet service and employee requirements and will reflect any changes to other Council policies, procedures legislation or contracts.

Policy formally adopted	19 <sup>th</sup> June 2014	
Reviewed	18 <sup>th</sup> May 2016	Agenda item 10c