



**Corporate Policy and  
Resources Committee**

**19 July 2018**

**Subject: Mobile Phone Usage Policy**

Report by:

Executive Director of Resources

Contact Officer:

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Purpose / Summary:

The mobile device policy was written and adopted in 2015, and it included reference to the use of mobile phones. This policy has updated the usage of mobile telephone element and included references to social media, use of pin or passwords, and driving whilst using a mobile phone.

**RECOMMENDATION(S):**

1. Delegated authority be granted to the Executive Director of Resources (S151 Officer), to make minor housekeeping amendments to the policy in future, in consultation with the chairman of the Corporate Policy & Resources committee and chairman of Joint Staff Consultative Committee.

## IMPLICATIONS

**Legal:** None.

**Financial :** FIN-20-19 no financial implications.

**Staffing :** HR053-4-18 Affects all staff with council owned mobile phones.

### **Equality and Diversity including Human Rights :**

This report supports the rights and freedoms of all individuals by setting out West Lindsey District Council's policy for managing and protecting personal and special category personal data.

**Risk Assessment :** None

### **Climate Related Risks and Opportunities :**

N/A

### **Title and Location of any Background Papers used in the preparation of this report:**

None.

### **Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

**No**

### **Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**

**No**

## **1 Introduction**

- 1.1 The technological advances made in mobile telecommunications over the last decade mean that modern phones are now routinely used to send and receive email, access social media, process documents and capture and process images.
- 1.2 The Mobile Device Policy was written and adopted in 2015, revised in April 2017, and includes reference to the use of mobile phones.
- 1.3 This new policy supplements the Mobile Device Policy with specific emphasis on the use of the latest generation of mobile phones and will be part of the council's Information Security Policy Framework.

## **2 The Policy**

- 2.1 The Policy sets out the safe and acceptable usage of mobile telephones supplied to West Lindsey District Council employees. It describes current legislation and also provides Health & Safety guidance relating to the usage of such devices.
- 2.2 There are a number of risks to both users of mobile phones and the council. These are primarily around acceptable and safe use, information security and the potential implications on privacy.
- 2.3 The policy addresses these risks by setting out the following:
  - 2.3.1 Responsibilities for requesting and approving the issue of mobile phones to staff;
  - 2.3.2 The administration and support of the phones;
  - 2.3.3 Security controls that must be applied;
  - 2.3.4 Permitted and acceptable use on mobile phones;
  - 2.3.5 Health and Safety implications; and
  - 2.3.6 Requirement to protect personal data.

## **3 Decisions Required**

- 3.1 Delegated authority be granted to the Director of Resources to make minor housekeeping amendments to the policies in future, in consultation with the chairman of the Corporate Policy & Resources committee and chairman of JSCC.