



Using your Own Device

Policy 52

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1.0 Introduction

Bring Your Own Device (BYOD) covers the use of personal devices such as laptops, smartphones and tablets, to enable access to council information.

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

2.0 Scope

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

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

Breach of this, or any other Parish Council policy may result in disciplinary action or, in case of councillors, a referral to the Monitoring Officer.

3.0 Device Owners Responsibility

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.

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

We strongly recommend that you password protect your devices where possible. As the device owner, you have some specific responsibilities:

- Do not lend anyone your device to access Cuckfield Parish Council information or networks;
- Any private information or applications on the device are entirely your own responsibility;
- Always take appropriate steps to maintain the security of Cuckfield Parish Council information;
- Ensure that your device is compliant or confidential and that security software is up-to-date;
- If you think your access to council information has been misused, or that council information has been breached or shared inappropriately you must notify the council;
- You are responsible for the safekeeping of your personal data;
- Any personal device used may be subject to 'discovery in litigation'. This means that it could be used as evidence in a lawsuit against Cuckfield Parish Council. Your data could be examined by representatives of Cuckfield Parish Council and also by other parties in any lawsuit.