



BODMIN TOWN COUNCIL

USE OF BODMIN TOWN COUNCIL MOBILE PHONES, SMARTPHONES AND TABLETS

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1. PURPOSE

To promote and ensure the proper use of Bodmin Town Council's mobile phones, smartphones and tablets whilst taking into consideration and in accordance with financial regulations.

2. SCOPE

This policy has particular relevance to all Staff working in outside areas using communications equipment owned and provided by Bodmin Town Council.

3. POLICY STATEMENT

Bodmin Town Council recognises the benefits of using communications equipment, but requires members of staff with access to these resources to adhere to the guidelines detailed in this policy.

4. PHONE CALLS

4.1 The council issues employees with mobile phones, smartphones or tablets for the purpose of making and receiving work related calls.

4.2 Under normal circumstances you may only use council issued mobile phones, smartphones or tablets to make or receive personal calls in exceptional circumstances related to your work.

4.3 Exceptional circumstances may include:

- where, due to work commitments, you are running late and need to re-arrange personal commitments (e.g. childcare or other caring responsibilities).
- where you are lone working and need to let someone who is expecting you know you will be late or where you are.

- 4.4 In these exceptional circumstances you would not be expected to obtain your manager's permission prior to making a call. However, you should keep a record of any personal calls made.
- 4.5 Any other personal calls must be made from a privately owned mobile phone or public telephone.
- 4.6 There is no facility to make non-emergency calls from your council mobile phone and pay for them at a later date.
- 4.7 The council has access to records of all calls made from council issued mobile phones, smartphones and tablets and may make random checks to ensure that users are complying with this policy.
- 4.8 Any employees found to be making unnecessary personal calls from a council mobile phone, smartphone or tablet may be subject to the council's disciplinary procedure.

5. PASSCODE PROTECTION

Before issuing devices to any staff members Managers should ensure each device is protected from unauthorised use by ensuring a passcode is required before the device can be used. Easy to guess passcodes must not be used.

6. USE OF PRIVATELY OWNED MOBILE DEVICES TO CARRY OUT COUNCIL BUSINESS

Where the Council has issued you with a work mobile phone, smartphone or tablet it is likely to be inappropriate to use your personal device to make work related calls.

The reasons for this include:

- A requirement to give out your contact number to service users or external organisations.
- No ability to turn your phone off when not in work.
- No ability to block personal calls during work time.
- No access by Bodmin Town Council to call logs.

7. USE OF EMAIL AND INTERNET

Refer to Bodmin Town Council's Email and Internet policy.