

Document Control	
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Ingoldmells Parish Council

STAFF DEVICE USE POLICY

1. Purpose

This policy sets out the rules for the use of council-owned mobile phones, laptops, iPads, and any other digital devices issued to staff. Its aim is to ensure responsible use, protect council data, and maintain compliance with legal and regulatory requirements.

2. Scope

This policy applies to: All parish council employees, contractors, and temporary staff

- Mobile phones
- Laptops
- iPads/tablets
- Accessories (chargers, keyboards, cases, etc.)

3. Ownership and Acceptable Use

- All devices remain the property of the Council
- Devices must be returned immediately upon request, termination of employment
- Work-related communication and tasks
- Accessing council systems, email, and files
- Limited personal use, provided it:
 - Does not interfere with work duties
 - Does not incur additional cost to the council

4. Policy Prohibited Use

- Installing unauthorised software or apps
- Accessing inappropriate websites or social media unrelated to work
- Circumventing security
- Illegal, discriminatory, or offensive content
- Personal business or commercial activities
- Excessive personal controls
- Security Requirements

5. Passwords and Access

- Devices must be protected with strong passwords, PINs, or biometric locks.
- Passwords must not be shared with anyone.
- Staff must log out or lock devices when unattended.

6. Data Protection

- All staff must comply with UK GDPR and the council's Data Protection Policy.
- Personal data must only be stored on secure, council approved systems.-approved systems.
- Sensitive information must not be saved to personal cloud services or external devices

7. Loss or Theft

- Any loss, theft, or suspected compromise must be reported to the Clerk/Chairman

8. Software, Apps, and Updates

- Only authorised software and apps may be installed
- Staff must not disable security settings or updates

9. Monitoring and Audit

- The council reserves the right to monitor device usage, including:
- Internet activity
- Communication logs
- Installed applications
- Monitoring will be proportionate and in line with data protection legislation.

10. Staff Responsibilities

- Take reasonable care of devices
- Keep devices clean and protected (cases, screens, etc.)
- Report faults promptly
- Use devices in a professional manner when representing the council

11. Disciplinary Action

- Breaches of this policy may result in:
- Withdrawal of device access
- Reimbursement of costs
- Disciplinary action under the council's procedures
- In serious cases, referral to law enforcement

Acknowledgement

I confirm that:

- I have received, read, and understood the Device Use Policy
- I agree to comply with all requirements set out in the policy, including rules relating to acceptable use, data protection, security, and the return of equipment.
- I understand that council-issued devices are provided for work purposes and remain the property of the Parish Council
- I understand that any misuse of devices may result in disciplinary action and/or recovery of costs where appropriate.
- I agree to report any loss, theft, or suspected security breach immediately to the Clerk or Responsible Officer.
- I understand that the council may monitor device usage in line with legal requirements and the policy.

Employee Declaration

Name:

Title:

Signature

Date