

WESTBURY-ON-SEVERN PARISH COUNCIL

BRING YOUR OWN DEVICE (BYOD) POLICY

Westbury-on-Severn Parish Council (WoSPC) grants its Councillors and employees the privilege of using phones, smartphones, tablets and person computers of their choosing for use at their convenience in connection with matters in relation to WoSPC. The Council reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of the Council's data and technology infrastructure while enabling effective communication and data transfer. Limited exceptions to the policy may occur due to variations in devices and platforms.

WoSPC Councillors and employees must agree to the terms and conditions set forth in this policy in order to be able to directly or indirectly connect their devices for use associated with the business/activities of WoSPC.

Acceptable Use

- WoSPC defines acceptable business use as activities that directly or indirectly support the business of WoSPC.
- WoSPC defines acceptable personal use on Council time as reasonable and limited personal communication.
- Devices may not be used at any time to:
 - Store or transmit illicit materials
 - Store or transmit proprietary information belonging to another organisation/company
 - Harass others
 - Engage in outside business activities
 - Any activity deemed a security risk to personal information as defined by the General Data Protection Regulations
- Councillors and employees may use both their desktop and/or mobile devices to access the following WoSPC owned resources: email, calendars, contacts, documents, website, *etc.*
- WoSPC has a zero-tolerance policy for texting or emailing while driving and only hands-free talking while driving is permitted.

Devices

- Phones and Smartphones including iPhone, Android, Blackberry and Windows phones are allowed.
- Tablets including iPad and Android are allowed.
- Personal computers, either desktop or laptop are allowed.
- Councillors and employees should contact the device manufacturer or their carrier for operating system or hardware-related issues.

Reimbursement

- Other than for equipment owned by the WoSPC, the Council will not reimburse Councillors for the cost of the device, software, support, connection/operating charges, or revenue materials.
- WoSPC will pay the Clerk an allowance for the cost of phone/data plans needed to fulfil the Clerk's role.
- WoSPC will not reimburse for the following charges: roaming, plan overages, *etc.*

Security

- In order to prevent unauthorized access, devices must be password protected using the features of the device and a strong password is required to access WoSPC resources: *i.e.* emails, calendars, contacts, documents, website, *etc.*
- Passwords must be at least six characters and should preferentially be a combination of upper- and lower-case letters, numbers and symbols. Passwords should be rotated from time to time and the new password should not be one of 15 previous passwords.
- The device must lock itself with a password or PIN if it's idle for a maximum of ten minutes.
- Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing WoSPC resources.
- Councillors and employees' access to WoSPC data may be limited based on user profiles.
- Councillors and employees must immediately report any suspected virus or similar threat to the security of WoSPC's data and electronic infrastructure.

Risks/Liabilities/Disclaimers

- While WoSPC will take every precaution to prevent Councillor or employee personal data from being lost in the event of remotely wiping a device, it is the responsibility of Councillors and employees to take additional precautions, such as backing up email, contacts, *etc.*
- WoSPC reserves the right to disable services without notification.
- Lost or stolen devices that could be linked to, or contain, WoSPC related information/data must be reported to WoSPC (via the Clerk or Chairman) within 24 hours. Councillors and employees are responsible for notifying their mobile carrier immediately upon known loss of a device.
- All Councillors and employees are expected to use his/her devices in an ethical manner at all times and adhere to WoSPC's acceptable use policy as outlined above.
- WoSPC does not accept responsibility for any accidents or failures involving Councillors or employees personal electronic devices.
- Councillors and employees are considered liable for all costs associated with his or her personal device.
- WoSPC does not concede liability for risks including, but not limited to, the partial or complete loss of WoSPC and personal data due to an operating system crash, errors, bugs, viruses, [malware](#), and/or other software or hardware failures, or programming errors that render the device unusable.
- WoSPC reserves the right to take appropriate disciplinary action for non-compliance with this policy.