



This document of Haydon Wick Parish Council (HWPC) serves to outline the policy on the use and storage of parish council provided and personal mobile phones.

Purpose

Mobile phones are an essential communication tool, allowing employees to communicate council business. This Policy describes the controls necessary to minimise information security and mobile telephone damage risks. Mobile phones may be viewed as an essential and convenient business tool, but their very portability makes them particularly vulnerable to physical damage or theft.

Scope

For the purposes of this policy the term mobile phone should be interpreted as a work issued phone, or personal phone that has been authorised by the Parish Council to be used for work purposes. This Policy and the procedures herein affect all employees using a mobile phone for work purposes. Employees are also advised that in addition to the terms and conditions of mobile phone usage as reflected in this Policy, employees shall also have to adhere to any terms of their respective employment agreement which mandate or restrict any action in this regard. An employee using council provided mobile phones is responsible for the security of that mobile phone, regardless of whether the mobile phone is used in the office, at one's place of residence, or in any other location such as onsite outdoors, conference room or while travelling. This Policy contains certain guidelines and restrictions on the usage of the mobile phone that are required to be strictly adhered to by all employees while using these mobile phones.

Use of Mobile Phones

1. During work hours mobile phones are permitted to assist communications between staff, councillors, and other business-related contacts, it is solely for use for work related matters and is not – other than in an emergency – to be used to make or receive personal calls or text messages.
2. For this reason, no personal data should be stored in the handset or SIM card of a work issued phone, other than an emergency contact.
3. Similarly, your work mobile number should be given only to work-related contacts, not personal ones (other than an emergency contact).
4. Unless you are required to be available outside normal hours there is no obligation on you to make or respond to calls / texts outside your normal working time for the Council.
5. You must not use a handheld mobile phone to make or receive calls while you are driving. This includes points at which you are temporarily stationary. If caught by the police, you may be liable to a fixed penalty and potentially points on your licence. If the Parish Council becomes aware that you have been using a phone whilst

driving – whether or not you have been caught by the police – you may be subject to disciplinary action (including, in serious cases, your dismissal)

6. If you have a hands-free / Bluetooth kit fitted to your vehicle, it is your decision as to whether you answer or make calls. The Council does not expect you to do so and you must judge whether the conditions are safe enough to use your hands-free equipment. If in doubt, do not use.

7. If it appears that the use of your phone is excessive or there appear to be nonwork calls, we may investigate matters. If it appears that there has been wilful misuse of the phone, then we may consider disciplinary action.

8. At the end of your employment, any work issued phone must be returned in good condition.

9. For personal phones authorised for work use by the Parish Council:

a. employees will receive a monthly personal use allowance as set by the Parish Council and reviewed at least annually.

b. employees are responsible for the maintenance and replacement of such devices.

c. employees must notify their Line Manager at such a time that they are without their mobile phone due to loss or damage. Allowances may be suspended whilst the employee is without a device.

d. employees must only use such devices for personal use whilst on a break, outside of work hours or in case of an emergency as stated above.

Version Control

HWPC Mobile Phone Use Policy	Jodie Smart Finance Officer & Deputy RFO	Drafted 11.10.23	As and when any updates are required
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