



Kings Hill Parish Council



Mobile Phone Policy

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KINGS HILL PARISH COUNCIL

Mobile Phone Policy

This document of Kings Hill Parish Council (KHPC) serves to outline the policy on the use and storage of parish council provided mobile phones.

Purpose

Mobile phones are an essential communication tool, allowing employees to communicate council business. This Policy describes the controls necessary to minimize 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

This Policy and the procedures herein affect all employees who are issued with a mobile phone by the Parish Council. 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 a hotel, 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 Council Mobile Phones

1. If the Parish Council provides you with a mobile phone 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, 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. All council mobile phones will be pass number protected. The Parish Clerk / Office Manager will supply the pass number, with any amendments agreed.
9. At the end of your employment, the phone must be returned in good condition