



GILLINGHAM TOWN COUNCIL
The Town Hall, School Road, Gillingham, Dorset SP8 4QR

BRING YOUR OWN DEVICE POLICY

Introduction

Dorset Council provides IT equipment for use by staff and Gillingham Town Councillors. The preferred policy of Gillingham Town Council (the Council) is that such equipment should be used.

This policy (BYOD) covers the use of devices not provided by Dorset Council/the Council (own device) for Town Council business.

Scope

This policy applies to Councillors and staff, including contract and agency workers working for the Council.

Conditions of Use

The following conditions apply when using own devices:

- Staff and councillors may only connect to Council systems for the purpose of Council business.
- Use of an own device that has access to the Council's systems must be limited to its owner and must not be shared. If it is necessary to share a device, the user must log out of their account before allowing a third party to use it.
- Account logon, passwords and PIN numbers for gaining access to the Council's systems must remain confidential and never shared with others.
- Confidential or personal data and information obtained via the Council's systems must not be downloaded to any storage device, eg memory stick.
- Staff and councillors should be conscious of where they are using their device. They should ensure data and systems displayed on the screen of the device are not visible to others. Screenshots of confidential or personal data must not be taken.
- Non-secure WIFI must not be used.

- The Dorset Council IT Department must be contacted before changing, selling, recycling or donating an own device to ensure all Council data has been wiped from the device.

Responsibilities

Own devices are brought onto Council premises entirely at the risk of the owner. The Council does not accept any liability for loss of or damage to own devices and data.

The Council accepts no responsibility for the day-to-day maintenance or upkeep of an own device, nor for any malfunction of a device due to changes made to it while on the Council's network or whilst resolving any connectivity issues.

Staff and councillors must not attempt to access systems for which they are not authorised.

Monitoring

Dorset Council's IT department will monitor use of the Council's systems, applications and services accessed on own devices.

Monitoring is limited to device usage - the IT department cannot access personal application data. In some instances, device location may be collected but this data will only be used if the device is lost or stolen.

The IT Department will scan the make and model of devices in use and the version of the operating system (OS) installed. Where an OS is out of date, the user will be expected to upgrade the OS to the latest version within 5 days. Failure to update the OS may result in withdrawal of access to the BYOD facility. Crucially, an out-of-date OS may contain vulnerabilities that could put at risk the Council's systems, applications and services.

Data Security

Dorset Council IT Department must be contacted immediately if the own device is lost or stolen so that all Council data can be wiped from the device.

Council data will be wiped from an own device on leaving the employment of the Council or the user no longer being a serving Councillor.

Review

This Bring Your Own Device Policy was presented to the Finance and Policy Committee on 20 November 2023 for approval, minute no. 614b and ratified at Full Council on 27 November 2023. Future reviews will be carried out biennially.

Signed:

Date:

Mayor of Gillingham