

'BRING YOUR OWN DEVICE' POLICY

SUMMARY:

A Bring Your Own Device (BYOD) policy has been developed to allow employees, Members and contractors to access Council email's, contacts and calendar using their own mobile devices.

RECOMMENDATIONS:

Members are requested to approve the Council's Bring Your Own Device (BYOD) Policy.

1 Introduction

- 1.1 Rushmoor Borough Council (RBC) recognises that employees, Members and contractors ('users') may wish to use their own mobile devices to access council email, contacts and calendar.
- 1.2 A 'Bring Your Own Device' (BYOD) policy has been developed to allow users the option to use their mobile devices. The policy is contained within Appendix A of this report.

2 What is the BYOD

- 2.1 BYOD refers to any person wishing to use a device owned by someone other than the Council in order to access Council data. The Council can provide access to Outlook email, contacts and calendar through a secure application on your own device.

3 User responsibilities

- 3.1 User responsibilities are defined within the policy but include:
 - Users are responsible for the safekeeping of their own personal data and ensuring that it is backed up.
 - Any sensitive information should not be emailed via the user's mobile device, as it will not be secure. A Council owned and managed Laptop or PC should be used.
 - Users must ensure that their device is compliant with the system requirements and that security software is kept up to date.
- 3.2 User responsibilities, detailed within the policy, have been developed in conjunction with the IT, Legal and Internal Audit. The Policy will be kept under review annually.

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