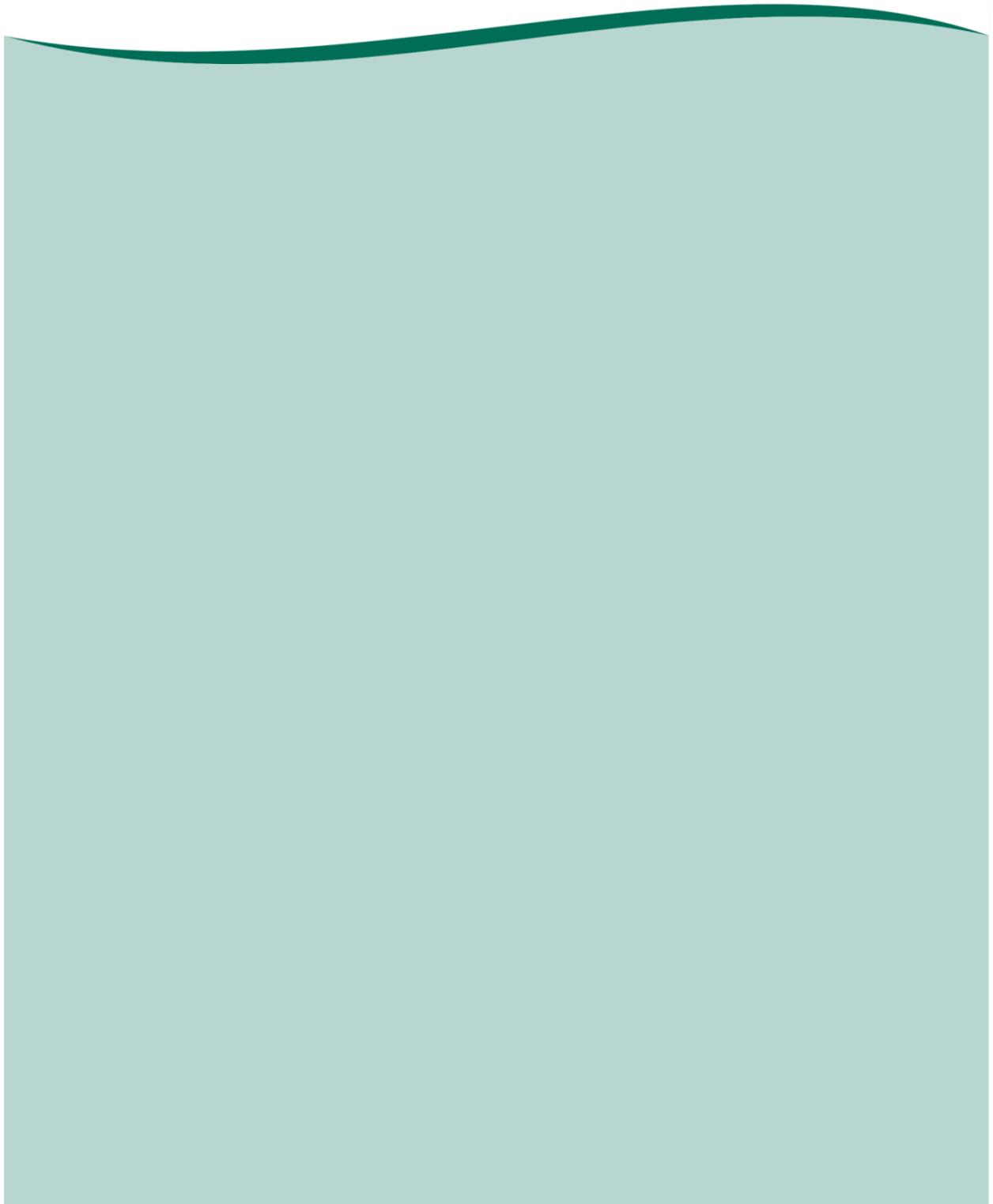# Bring Your Own Device (BYOD) Policy

Document Control

Reference Number	Version 2.0	Status: Published	Sponsor(s)/Author(s) Sarah Davis-Solan, Tim Way,
Amendments	Re-written to meet security requirements, and to reflect how the service is now managed, and how that changes end-user experience.		
Document objectives: This policy is intended to reduce the risks of BYOD by clearly outlining individual responsibilities, minimum requirements, and acceptable use.			
Intended Recipients: This policy is intended to reduce the risks of BYOD by clearly outlining individual responsibilities, minimum requirements, and acceptable use..			
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Contact for Review		Information Governance	
SIRO signature			

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Contents

1   Introduction

1.1   Wiltshire Council (the council) supports the use of personal devices such as smartphones and tablets, to enable access to council information. Using a personal device in this way is called Bring Your Own Device (BYOD).

1.2   There are increased information risks associated with BYOD, such as making sure that council information is kept secure even if your personal device is lost or stolen, or is used by another person.

2   Purpose

2.1   This policy is intended to reduce the risks of BYOD by clearly outlining individual responsibilities, minimum requirements, and acceptable use.

2.2   This policy is for all employees, elected members, co-opted members, contractors and third parties who access the council's information using a personal device.

2.3   Breach of this, or any other Wiltshire Council policy may result in loss of BYOD access and result in disciplinary action or, in the case of councillors, a referral to the Monitoring Officer.

3   Supported Devices

3.1   The most recent versions of Android and IOS are supported for BYOD at Wiltshire Council.

3.2   Other devices and older versions of Android and IOS are not supported for BYOD, because they do not meet the required security standards.

3.3   Rooted or jail-broken devices will not be enabled for BYOD use. Any device that becomes rooted or jail broken will have access denied or removed.

4   Available Services

4.1   The services available for BYOD will depend on current technology and network constraints.

4.2   Some services may be restricted by the constraints of your personal device, or might require additional apps to be downloaded.

4.3   Details of the currently available services can be found on the ICT Self Help Portal.

5   Approval Process

5.1   Anyone wishing to use a personal device for BYOD at Wiltshire Council should speak to their line manager prior to raising a request using the ICT Self Help Portal.

6   Device Owner Responsibilities

6.1   If you use your personal device to access council information, you are responsible for protecting the device. This includes ensuring the device is not used by anyone else to gain access to council information – even if you think the information is not confidential.

6.2   Device owners are expected to behave in accordance with Wiltshire Council's policies whilst using personal devices to work for the Council.

6.3   We strongly recommend that you set a pin of at least 4 digits to unlock your phone as a minimum. Using an additional step such as your fingerprint will improve the security of your phone.

6.4   As the device owner, you have some specific responsibilities:

a)   Do not lend anyone your device to access Wiltshire Council information or networks;

b)   Notify ICT before you sell, recycle, give away or otherwise dispose of your device, to allow access to council information to be removed securely;

c)   Any private information or applications on the phone are entirely your own responsibility;

d)   Adhere to council policies for working practice and information security when you use your personal device for BYOD;

e)   Always take appropriate steps to maintain the security of Wiltshire Council information;

f)   Do not try to download council information or files to your mobile device;

g)   If you need to email sensitive or confidential information to an external recipient, then the information must be password-protected and encrypted. If you are unable to do this, do not send the email using your personal device;

h)   Ensure that your device is compliant and that security software is up-to-date. If your personal device no longer meets the minimum requirements required to access council information securely, that access will be removed automatically;

i)   Report the loss or theft of your personal device to ICT immediately by phoning 01225 718718. ICT will remotely remove access to council information;

j)   If you think that your access to council information has been misused, or that council information has been breached or shared inappropriately, you must notify ICT immediately by phoning 01225 718718. ICT will remotely remove access to council information, and notify IG;

k)   You are responsible for the safekeeping of your own personal data;

l)   You will be responsible for paying any network charges you might incur whilst using your personal device for BYOD;

m)   You should use your phone in an ethical manner. Any device which is jailbroken, rooted, or otherwise modified beyond the routine installation of updates as directly provided by the manufacturer or mobile operator will automatically lose access to council information.

6.5   It is recommended that you insure your personal device under your home contents insurance, and notify your insurer that the device will be used for work purposes at home and work locations. Refer to the Wiltshire Council Release of Liability and Disclaimer Statement for further details.

6.6   Any personal device used at work may be subject to "discovery in litigation". This means that it could be used as evidence in a lawsuit against Wiltshire Council. Your data could be examined not only by Wiltshire Council but also by other parties in any lawsuit.

6.7   A further consideration is that if you travel internationally your device might be subject to search and seizure at border control.

7 Wiltshire Council Responsibilities

7.1 As a data controller, Wiltshire Council is responsible for ensuring that all processing of personal data which is under its control, remains in compliance with the General Data Protection Regulation 2016 (GDPR).

7.2 Wiltshire Council will respect the privacy rights of individuals and only implement security measures which are required to meet its obligations as a data controller.

7.3 Wiltshire Council will not be responsible for covering the costs of damage to, or loss of, any personal device used for BYOD.

7.4 Wiltshire Council will not be responsible for covering any network costs incurred when using a personal device for BYOD.

8 ICT Responsibilities

8.1 ICT will manage the BYOD facility, ensuring appropriate security is in place, and that only suitable devices can connect.

8.2 ICT will not be responsible for supporting or maintaining any personal device used for BYOD. They will maintain and publish a list of minimum requirements, and available services.

8.3 ICT will remove access from personal devices which have not connected to Wiltshire Council for more than 30 days. Device access will also be removed in the event of a user leaving Wiltshire Council.

9 Information Incidents

9.1 In the event of an information incident, you are required to inform the ICT Service Desk immediately with details.

9.2 ICT will work with IG to manage the incident, and will advise you of any other required action. It is important to get advice from IG prior to taking any steps to address the situation, so that an appropriate response can be agreed.

9.3 Depending on the severity of any information incident, ICT may need to immediately restrict your BYOD access to council systems.

10 Monitoring

10.1 BYOD access will be automatically monitored to ensure that personal devices are kept up-to-date and are secure. Any personal device which does not meet security requirements will have BYOD access remotely removed.

10.2 In the event of any misuse of BYOD access, HR and relevant line managers will be notified accordingly.

10.3 The council cannot and will not monitor the private usage of your phone.

11 Appendix: Relevant Wiltshire Council policies

a) Acceptable Usage Policy for E-mail, Internet and Computer Use

b) Information Security Policy

c) Information Security Incident Reporting Procedures

d) Mobile Working Policy

e) Data Transfer Procedures Guidance on the Secure Transfer of Information

f) Guidance notes for working or holding meetings in public areas

g) Flexible Working Policy and Procedures

h) Corporate Health and Safety Policy

i) Disciplinary Policy and Procedure

12   Appendix: Wiltshire Council Release of Liability and Disclaimer Statement

12.1   Wiltshire Council hereby acknowledges that the use of a personal device in connection with Wiltshire Council business carries specific risks for which you, as the device owner and user, assume full liability. These risks include, but are not limited to, the partial or complete loss of data as a result of a crash of the OS, errors, bugs, viruses, and/or other software or hardware failures, or programming errors which could render a device inoperable.

12.2   Wiltshire Council hereby disclaims liability for the loss of any such data and/or for service interruptions. Wiltshire Council expressly reserves the right to wipe the device management application (or similar applications) at any time as deemed necessary for purposes of protecting or maintaining Wiltshire Council infrastructure and services.

12.3   Wiltshire Council also disclaims liability for device owner injuries such as repetitive stress injuries developed. Wiltshire Council provides IT equipment that is suitable for long-term office use. Device owners bring their devices to use at Wiltshire Council as their own risk. Device owners are expected to act responsibly with regards to their own device, keeping it up to date and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices.

12.4   Wiltshire Council is in no way responsible for:

   a)   Personal devices that are broken while at work or during work-sponsored activities;

   b)   Personal devices that are lost or stolen at work or whilst undertaking work-related activities;

   c)   Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues);

   d)   The management or creation of users own 'cloud' based user accounts, which are required for purchasing software, or backing up data.

12.5   Wiltshire Council does not guarantee that Service will be compatible with your equipment, or warrant that the Service will be available at all times, uninterrupted, error-free, or free of viruses or other harmful components, although it shall take reasonable steps to provide the best Service it can.

12.6   Furthermore, depending on the applicable data plan, the software may increase applicable rates. You are responsible for confirming any impact on rates as a result of the use of Wiltshire Council supplied applications as you will not be reimbursed by Wiltshire Council.

12.7   Finally, Wiltshire Council reserves the right, at its own discretion, to remove any Wiltshire Council supplied applications from your personal device as a result of an actual or deemed violation of the Wiltshire Council's BYOD Policy.