

<b>Approved by:</b>	Board of Trustees
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<b>Responsible for implementation:</b>	Chief Executive
<b>Responsible for interpretation:</b>	Board of Trustees

# Mobile Devices Policy

## 1.0 Introduction

### 1.1 Purpose

This document sets out our policy concerning the allocation and use of City St George's Students' Union (the Union) owned mobile phones and wireless devices (together termed and referred to as 'mobile devices' for the purposes of this policy) issued to staff. Staff (including Sabbatical Officers) issued with Union owned mobile devices are referred to as 'Users' in this document. Users **MUST** read the whole of this document.

### 1.2 Scope

All Union mobile devices are in the scope of this policy, including all types of mobile phones and tablet devices. For clarification, this policy does **not** apply to mobile devices not owned by the Union, even when they are used on the Union premises.

### 1.3 Definitions

**Mobile data allowance:** Monthly payment for a fixed quantity of cellular data traffic that is paid for whether it is used or not. After the allowance has been used up, further use is charged per megabyte at a much higher rate.

**Cellular data:** Data transferred over the cellular network (3G or 4G). Data used over Wi-Fi (wireless) network does **NOT** count as cellular data.

## 2.0 Policy

The Union will only issue a mobile device where there is a clear business requirement, dictated by the requirements of the user's role. It is ultimately at the discretion of the CEO whether to issue a mobile to a staff member or not.

The eligibility of a user for provision of a mobile device should be evaluated against one or more of the following criteria:

- The User is required to be available outside business hours to assist with critical business functions of the Union (e.g. responding to emergency situations or 'on-call' service requirements).
- The User is required to regularly make or receive business calls when away from the office.
- The User is required to spend frequent or prolonged periods away from their desk.
- The User is required to spend frequent periods working alone or where there are other health or safety concerns.
- There is an identifiable and proportionate benefit to the Union.

The Union determines the most appropriate mobile device models to issue to meet the requirements of the role. Eligibility for a mobile device will be reassessed whenever a User transfers to a different role.

Mobile devices may also be issued to a Department or section, rather than to an individual, where there is a clear and legitimate need.

The Union may choose to replace devices when business need or technological change dictates.

Mobile phones are provided to staff members of the Union for business use and as such, the phone's number may be published.

The mobile devices and all peripheral equipment leads/chargers etc. remain the property of the Union and must be returned to the Head of Finance if the device is upgraded, withdrawn, or on termination of employment. Spare chargers and protective screens/covers are not provided by Union. Devices that have reached the end of their working life must be disposed of legally as they fall under WEEE regulations.

### 3.0 Mobile Device Usage

Mobile devices issued by the Union are to be used solely for work-related business and communications. Devices which are provided solely for business use are tax exempt under Section 316 ITEPA 2003, as long as any private use is not significant (see [EIM21613](#)).

All mobile devices **must be secured** with a password or a PIN, plus fingerprint/facial recognition if possible.

Use of, or subscription to, premium and/or interactive mobile services using a Union device is prohibited. This includes, but is not limited to, the downloading or forwarding of ringtones and streaming of videos and television services. Any costs associated with misuse are the responsibility of the User.

Union mobile devices must be used in accordance with all applicable legislation and Union policies, specifically the Union's Data Protection Policy.

Voicemail should be set up by the user. Voicemail greetings should be personalised by the user with a suitable and professional message which invites the caller to leave a message.

If you are using a data-centric device such as a smartphone or a tablet it is recommended that you connect to Wi-Fi services where available ensuring your mobile data allowance can be used where no Wi-Fi is available.

**Please note** using cellular data without a data package is charged per MB and can become very expensive, very quickly. Users are normally only permitted to use the data within their contract allowance unless prior agreement from the Chief Executive. Users must ensure that they have set up a **spend cap** of £0 over contract to prevent excessive spend, for which they will be liable.

If you have a requirement to take your Union mobile phone abroad then you must seek the express permission of your Line Manager to do so.

The Union does not permit the transfer of the Union SIM card from the supplied handset to another device. This may incur substantial cost for incorrect tariff usage and the Union will seek full recompense for any additional charges incurred. Such action might also cause serious security breaches where the device carries confidential or sensitive Union data.

## 4.0 Responsibilities

The responsibility for the appropriate use of mobile devices rests with the designated user.

### User Responsibilities:

- Complying fully with legislation, this policy and related Union policies.
- Appropriately securing the device(s) and information held on it.
- Deleting Union information from the Mobile Device when no longer required or sooner if required by the Union.
- Updating the device (where possible) so that it has an up-to-date operating system.
- Union mobile devices must not be used to take photographs of an individual(s) without that individual's consent.
- Creation or transmission of material that infringes copyright is prohibited.
- Users must take reasonable care of Union devices they receive. Please note that although protective cases and screen guards can prevent or reduce accidental damage they are not provided by Union as standard issue.
- Users must not pass their mobile device(s) to others. At the end of their lifecycle, devices should be returned to the Head of Finance.

Users who are allocated a mobile device will be held responsible for the device and all calls made and other charges incurred. It is therefore essential that devices are always kept secure and not used by anyone other than the named individual. Users should take all reasonable and practical precautions to keep the device safe from damage, loss, or theft. Devices should be set to automatically lock if inactive for 5 minutes or less.

The device's warranty does not include accidental damage, so care should be taken when using it. We do not have insurance to cover accidental damage. In circumstances where it has been shown that the employee's carelessness contributed to the loss of or damage to the

If you misplace your mobile phone, you must immediately contact your provider and ensure the SIM is disabled.

# Mobile Phone Agreement

Name:

Phone IMIE:

Date Received:

Date returned:

I have read and agree to abide by the City St George's Students' Union Mobile Devices Policy.

Signed:

Date: