

**STOTFOLD TOWN COUNCIL****COUNCIL MOBILE PHONE POLICY****1. Purpose**

- 1.1 The aim of this policy is to promote safe and appropriate practice of mobile phones issued by the Council, through establishing clear, acceptable use guidelines.
- 1.2 This policy applies to all Stotfold Town Council employees who have been issued with a Town Council owned mobile phone.
- 1.3 Users must adhere to the Mobile Phone Policy at all times. In accordance with the Council's disciplinary procedure, failure to do so may result in disciplinary action being taken.

**2. Responsibilities**

- 2.1 The Clerk will review the mobile phone contract annually to ensure that the current service still provides value for money.
- 2.2 The Clerk is responsible for the purchase and distribution of the Council's mobile phones.
- 2.3 Staff issued with a mobile phone have a responsibility to ensure that they comply with this policy in respect of private use. Failure to do so may result in disciplinary action being taken.
- 2.4 Staff issued with a mobile phone have a responsibility to look after it properly and it must be returned immediately if notice to cease employment with the Town Council is given. The cost of mobile phones which are not returned promptly will be deducted from final pay.

**3. Security**

- 3.1 If a member of staff issued with a mobile phone loses it, or it is stolen, they must notify the Clerk immediately. They must also immediately inform Bedfordshire Police, and must pass the crime reference number to the Clerk.
- 3.2 Where appropriate, devices may have pre-installed software on them for security purposes.

3.3 Reasonable precautions must be taken by users to ensure security, including a password or PIN locking, caution when using freely available WiFi which may be unsecured, caution when installing software or opening messages which may contain links or attachments.

3.4 Screens must be locked when not in use.

#### **4. Safety**

4.1 Under no circumstances should any employee use a mobile whilst driving. This is an offence and the employee will be liable to a fine and points on their licence. If a call is received whilst driving, the employee must not answer it until they are able to park in a place where it is safe to do so. Alternatively, allow a passenger to answer or make the call. Where handsfree systems in vehicles are available, they may be used.

#### **5. Private use**

5.1 Mobile phones are issued to employees for the purpose of communication on work related business.

5.2 Mobile phones may be used for private calls, but they must be identified and paid for. Any incoming private calls should be treated similarly to outgoing private calls (i.e. essential and kept as short as possible) during any periods whilst you are on duty at work.

5.3 Premium rate telephone numbers or premium rate text messaging (outgoing and incoming) are strictly forbidden on Council mobile phones.

END

*Drafted for consideration by 27<sup>th</sup> November 2019 Establishment Committee*