

# **Ashwick Parish Council**

## **Bring Your Own Device Policy**

**Approved by Full Council: - 22<sup>nd</sup> October 2025**

## **Introduction**

Ashwick Parish Council permits Councillors the use of their own smartphones and tablets of their choosing for council business.

This policy is intended to protect the security and integrity of personal data controlled and processed by Ashwick Parish Council.

Ashwick Parish Council reserves the right to revoke this permission if Councillors and Officers do not abide by the policies and procedures outlined below.

Ashwick Parish Council Councillors must agree to the terms and conditions set forth in this Bring Your Own Device policy to receive and process Council data on their device.

Ashwick Parish Council officers are provided with digital devices solely for the purposes of their work. Use of private devices for processing council data and work is not permitted. (Note Ashwick Parish Council does not have its own Parish Council laptop, the Clerk currently uses a private device.)

## **Devices and Support**

- Smartphones, Tablets and Laptops are permitted at meetings.
- The device manufacturer or their carrier should be contacted for operating system or hardware related issues.

## **Security**

- In order to prevent unauthorised access, devices must be password protected using the features of the device and a strong password is required to access the council network.
- Passwords must be at least six characters and a combination of upper and lower-case letters with at least one number and one symbol.
- Passwords must be kept confidential and must not be shared with family members or third parties.
- Passwords must be changed if it is disclosed to another person or discovered.
- Devices must be encrypted.
- The device must lock itself with a password or PIN if it's idle for five minutes.
- Home Wi-Fi must be encrypted. Caution must be exercised when using public Wi-Fi networks as public Wi-Fi networks may not be secure.
- Public data backup and transfers services (e.g. Dropbox, Google Drive) must not be used.
- Data must only be stored on internal memory, never on a removable memory card.
- Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network.
- All data relating to Ashwick Parish Council will be erased at the end of a Councillor's term or in the case of an Officer at the end of his or her employment.
- All data relating to Ashwick Parish Council will be erased if there is a personal data breach.
- All data related to Ashwick Parish Council will be erased if there is a virus or similar threat to the security of data.
- Care must be taken to avoid using approved devices in a manner which could pose a risk to confidentiality, whether by clicking on links in suspicious emails,

accessing potentially harmful websites, using potentially harmful application software, using Wi-Fi facilities in public places (e.g. coffee shops or airports), or otherwise. Some apps for smartphones and tablets may be capable of accessing sensitive information.

- Councillors and officers will undertake regular training as relevant in relation to identifying phishing attacks, spam etc.

#### **Risks / Liabilities / Disclaimers**

- Councillors are responsible for notifying their mobile carrier immediately upon loss of a device.
- Councillors (and officers) to adhere to the Ashwick Parish Council's Bring Your Own Device policy as outlined above.
- Councillors and Officers are personally liable for all costs associated with their device.
- Ashwick Parish Council reserves the right to take appropriate disciplinary action (up to and including termination of employment for officers) for noncompliance with this policy.