

<b>Report on</b>	Revision of Mobile Policy
<b>Date of Meeting</b>	July 2020
<b>Reporting Officer</b>	Barry O'Hagan – Head of ICT
<b>Contact Officer</b>	Barry O'Hagan – Head of ICT

<b>Is this report restricted for confidential business?</b>  If 'Yes', confirm below the exempt information category relied upon	Yes	
	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To seek approval a revised Mobile Device Policy
<b>2.0</b>	<b>Background</b>
2.1	The introduction of The Data Protection Act 2018 (as a result of GDPR EU regulations) has necessitated the review and adoption of policies that reflects the new legislative requirements placed on the Council to protect personal data and the impact that has on our IT policies. Council has revised the Mobile Device policy as part of that review in order to reflect the new legislative considerations required.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The revised policy Objectives are to</p> <ul style="list-style-type: none"> <li>• To ensure that there is a clear internal arrangement for the effective management of mobile device.</li> <li>• To establish the responsibilities of employees of the Council regarding the issue and use of Council mobile devices in respect of data security.</li> <li>• To ensure that Health &amp; Safety issues are identified in relation to the use of mobile devices and ensure compliance with legislation on mobile devices and driving.</li> </ul> <p>An employee will be eligible to have a mobile device if it is deemed necessary to their position and they meet one of the following criteria:</p> <ul style="list-style-type: none"> <li>• If the employee's duties require them to spend a substantial amount of time out of the office on work related duties (substantial is defined as an average of more than 50% of their working day)</li> <li>• Staff for whom it is necessary to make essential work-related calls off site as part of their normal course of work</li> <li>• Staff who are required to be contactable in an emergency, when working off-site</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff who are on call after normal business hours</li> <li>• Staff identified through the risk assessment procedure or business case</li> </ul> <p>Revisions have incorporated the consideration imposed by the new Data protection and the safeguarding of personal data on mobile devices.</p> <p>Council has consulted with SMT and unions before presenting the revisions to Council for adoption</p>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	<b>Financial:</b> There will be no significant additional financial pressures caused by the revision of the policy.
	<b>Human:</b> Council, has undertaken a program of training staff on personal Data Protection. The revised Mobile policy will be circulated to all staff and published on the intranet. Unions have been consulted with in relation to the revisions earlier this year with no significant points raised.
	<b>Risk Management:</b> The potential for a breach of personal data has been identified as a corporate risk that requires regular monitoring, controls and mechanisms to treat the evolving risks presented. The revised policies helps to mitigate same.
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	<b>Equality &amp; Good Relations Implications:</b> An equality and good relations impact assessment has been completed and approved by the Director of Finance. The outcome of the screening has screened this policy out.
	<b>Rural Needs Implications:</b> The policy has been subjected to a rural needs impact assessment and this policy has considered the assessment during the policy revision . No significant impacts have been identified.
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Council approve the adoption of the Mobile Device Policy.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
	Appendix 1:Mobile device Policy v2.1