

# POLICY & RESOURCES SCRUTINY COMMITTEE

## 9<sup>th</sup> JUNE 2016

### Portable Device Usage Policy

#### To consider and comment on the following issues:

- That the Committee considers and comments on the introduction of the proposed new policy.

#### Reasons:

- This is a new policy to provide strong and clear governance around the use of portable devices by Carmarthenshire County Council staff and Elected Members.
- To formulate views for submission to Executive Board for consideration.

**To be referred to the Executive Board / Council for decision: YES**

**Executive Board Member Portfolio Holder:** Cllr. David Jenkins (Resources)

|   |                      |  |
|---|----------------------|--|
| <b>Directorate:</b><br>Chief Executive's          | <b>Designations:</b> | <b>Tel Nos. / E-Mail Addresses:</b>  |
| <b>Name of Service Manager:</b><br>Noelwyn Daniel | Interim ICT Manager  | 01267 226270<br><a href="mailto:ndaniel@carmarthenshire.gov.uk">ndaniel@carmarthenshire.gov.uk</a>       |
| <b>Report Author:</b><br>John M Williams          | ICT Security Officer | 01267 226311<br><a href="mailto:jmwilliams@carmarthenshire.gov.uk">jmwilliams@carmarthenshire.gov.uk</a> |

## EXECUTIVE SUMMARY

# POLICY & RESOURCES SCRUTINY COMMITTEE

## 9<sup>th</sup> JUNE 2016

### Portable Device Usage Policy

There is currently no policy in place to define acceptable practices, responsibilities and procedures for using Council provided portable devices (Smartphones, tablets, iPads etc.).

This Policy defines those accepted practices, responsibilities and procedures for the use of portable devices that Carmarthenshire County Council authorises to connect to its network.

Carmarthenshire County Council in its drive to mobilise the workforce has seen a significant increase in the number of portable devices in use, which facilitates greater flexibility for elected members and staff to access various Council systems. With the on-going drive towards greater mobile working, we expect there to be a continuous increase in the number of portable devices being used.

In light of this changing landscape, there is a need to have a policy which governs the use of portable devices to ensure compliance with relevant legislation and best practices in mobile devices management.

The policy and guidance will be sent out for acceptance electronically to all portable device users.

**DETAILED REPORT ATTACHED?**

**YES – Policy attached**

# IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Noelwyn Daniel Interim ICT Manager

| Policy, Crime & Disorder and Equalities | Legal | Finance | ICT | Risk Management Issues | Staffing Implications | Physical Assets |
|---|-------|---------|-----|------------------------|-----------------------|-----------------|
| YES                                     | YES   | YES     | YES | YES                    | YES                   | NONE            |

**1. Policy, Crime & Disorder and Equalities** – This Policy defines accepted practices, responsibilities and procedures for the use of portable / mobile devices that the Council authorises to connect to its network for staff and members

**2. Legal** – Certain breaches of the Data Protection Act are criminal offences (e.g. selling personal data) for which an individual can be prosecuted. Other breaches of the DPA can involve civil penalties against the authority. Breaches of FOIA and RIPA could give rise to civil claims against the Authority.

Breaches of the Human Rights Act could place the Council at risk of infringing an individual's rights.

**3. Finance** – There may be an increase in costs whereas staff are currently using personal devices. Heads of Services & Directors to assess if a work provided device is required as a replacement in these circumstances.

IT Services should be consulted before devices are purchased, who can make recommendations based on intended use.

**4. ICT** – Portable devices must be managed by IT Services using a Mobile Device Management System. This is already in place, however as the number of devices increase, this will impact on the resources required to administer the system.

**5. Risk Management Issues** – There is a significant risk to IT Systems by allowing personal devices to connect which may be compromised by malware.

Processing Council information on personal devices can increase the risk of loss, theft or corruption to the data. There is a risk of becoming non-compliant with Public Services Network code of connection.

**6. Staffing Implications** – Staff and Members will be expected to comply with this policy. Employee consultation has taken place.

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed:            Noelwyn Daniel            Interim ICT Manager

**1. Local Member(s)** – N/A

**2. Community / Town Council** – N/A

**3. Relevant Partners** – N/A

**4. Staff Side Representatives and other Organisations** – Yes, employee consultation with trade unions on 22<sup>nd</sup> October 2015.

**Section 100D Local Government Act, 1972 – Access to Information**  
**List of Background Papers used in the preparation of this report:**

**THESE ARE DETAILED BELOW:**

| Title of Document                              | File Ref No. / Locations that the papers are available for public inspection  |
|--|---|
| Data Protection Act                            | DPA1<br><a href="https://www.gov.uk/data-protection/the-data-protection-act">https://www.gov.uk/data-protection/the-data-protection-act</a>   |
| PSN IA Conditions Supporting Guidance          | PSN1<br><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/369671/PSN_IA_conditions_supporting_guidance.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/369671/PSN_IA_conditions_supporting_guidance.pdf</a> |
| What is the Freedom of Information (FOIA) Act? | FOIA1<br><a href="https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/">https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/</a>  |