

**Executive Board  
June 20<sup>th</sup> 2016**

**Portable Device Usage Policy**

**Recommendations / key decisions required:**

Accept the 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.

**PEB :**

Relevant scrutiny committee to be consulted – Policy and Resources June 9<sup>th</sup>

Exec Board Decision  
Council Decision

**Yes**  
**No**

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr David Jenkins

**Directorate**  
**Chief Executive**

**Name of Head of Service:**  
**Noelwyn Daniel**

**Report Author:**  
**John M Williams**

**Designations:**

Interim ICT Manager

ICT Security Manager

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**EXECUTIVE SUMMARY**  
**EXECUTIVE BOARD**  
**JUNE 20<sup>TH</sup> 2016**

**SUBJECT**

**Portable Device Usage Policy**

**BRIEF SUMMARY OF PURPOSE OF REPORT**

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 ongoing 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 & 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
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>NO</b>

## 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. Staff 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. Scrutiny Committee – N/A
2. Local Member(s) – N/A
3. Community / Town Council – N/A
4. Relevant Partners – N/A
5. 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	<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	<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 FOIA act?	Foia1	<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>