



## **Mobile devices (hand-held or portable electronic devices)**

This document sets out Childhood First's policy on hand-held or portable electronic devices, such as smartphones, tablets and laptops, where they are provided to employees for use in the course of their work. The policy applies to all employees who are provided with a hand-held or portable electronic device.

Any breach of this policy will be regarded as serious misconduct, leading to disciplinary action up to and including summary dismissal.

Hand-held or portable electronic devices issued to employees remain the property of the organisation at all times and may be withdrawn if there is any evidence that they have been misused.

### **Appropriate use**

The Charity provides some of its employees with hand-held or portable electronic devices for work-related purposes, ie to enable employees to communicate effectively on matters of company business. They should not be used for personal purposes.

It is important to note that employees may not at any time use hand-held or portable electronic devices issued to them by the organisation to:

- communicate information that is confidential to the organisation, unless authorised to do so in the course of their job;
- send or forward any message (inside or outside the organisation) that could constitute bullying or harassment or be interpreted as offensive; or
- send personal messages, jokes, cartoons or chain letters to any person inside or outside the organisation.

Although employees are expected to use their hand-held or portable electronic devices for the purpose of conducting company business efficiently, this does not mean that they are expected to be "on-call" at all times. Employees have the right to maintain a reasonable work-life balance.

### **Etiquette**

Although it is recognised that hand-held or portable electronic devices are indispensable tools, they should not be overused or used inappropriately.

During a company meeting or training course, employees should have their hand-held or portable electronic devices switched off/placed in silent mode and not answered.

As regards the style and content of messages, employees should treat their hand-held or portable electronic devices in line with the Charity's policy covering email messages. All communications should be prepared with care and should be professional in their tone.

## **Safety/security**

Employees issued with a hand-held or portable electronic device must take proper care of it and ensure its security at all times. For example, hand-held or portable electronic devices should not be left in unattended at any time.

## **Key Legislation**

- Human Rights Act 1998
- Investigatory Powers Act 2016
- Investigatory Powers (Interception by Businesses etc for Monitoring and Record-keeping Purposes) Regulations 2018 (SI 2018/356)
- Data Protection Act 2018
- General Data Protection Regulation (2016/679 EU)
- Article 29 Data Protection Working Party opinion on data processing at work

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