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P32 – Own Device Policy

01.08.2021

McLANACHAN TRANSPORT LTD
UK & EUROPEAN DISTRIBUTION

P-32 Own Device Policy

This policy covers the use of personally owned handheld and mobile devices by workers while on company premises or by workers who are working remotely. Unless otherwise instructed, workers are free to bring their own devices into the workplace but their use should be restricted so as not to interfere with completion of duties and must not be used for personal business purposes.

Personal devices must never be connected to the company network, emails or any other systems or used to store any company information unless they have been checked, approved and listed on IT Equipment register. Use of personal devices to take photos or video recordings on company premises is forbidden without prior authorisation by top management.

This policy applies to, but is not limited to, all devices and accompanying media that fit the following device classifications:

- Laptops / notebooks / tablet computers / mobile phones / smart phones;
- Any device capable of storing data or connecting to a network.

Policy Statement

It is imperative that any mobile device that is used to conduct business on behalf of the organization is utilised appropriately, responsibly, and ethically.

The following rules must be followed :

- Prior to use on company networks all mobile devices must be registered and approved;
- All mobile devices must be protected by pin, password or biometric authentication;
- Devices should not have non-approved applications or software installed and should have appropriate security software installed and all applications should be kept up to date;
- All users of mobile devices must employ reasonable physical security measures;
- Any incidents, i.e. suspected unauthorised use of a device, should be reported;
- If lost, stolen or compromised it must be reported to the company immediately;
- Personal data should only be stored on mobile devices approved for this purpose;
- Confidential data must never be stored or viewed on any personally owned device.

In the case of a personally owned device holding personal data the company may require access to your device to review or delete personal data and therefore your consent for the company to access or remotely wipe your device will be required before it can be used for this purpose. Any devices used to access or store personal data must be encrypted.

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Enforcement

Failure to comply with this Policy may, at the discretion of the management, result in the suspension of any or all technology use and connectivity privileges, disciplinary action, and possibly termination of employment.

Approved by:

Damian McLanachan

Managing Director

McLanachan Transport

Date: 01.08.2021

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