

CP.66 ICT BYOD Management

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	C.5153
<i>Resolution Date</i>	16/10/2024
<i>Next Scheduled Review</i>	2026/27
<i>Related Shire Documents</i>	Council Policy CP.65 ICT Security Access Council Policy CP.64 ICT Cybersecurity Incident Management Council Policy CP.56 Records Management
<i>Related Legislation</i>	OAG Information Systems Audit Local Government 2021/22

OBJECTIVE

This policy aims to protect Shire data on Bring Your Own Devices (BYOD) such as mobile phones, iPads and tablets.

In certain instances, the Shire will provide Council Members and employees with mobile phones and/or other mobile computing devices. All mobile devices supplied remain the property of the Shire and users must not change service providers. In other instances, Council Members and employees are using their own devices for business purposes to obtain information such as email, text and general communication with other Shire employees.

SCOPE

This policy applies to Council Members and employees with BYOD devices such as mobile phones, iPads and tablets that are used to access Shire data.

POLICY

- To prevent unauthorised access, BYODs must be password protected e.g. for phone/iPad/tablet - have Face-ID locks, passcodes or PIN enabled.
- The ICT department should be informed of any BYOD that is lost or stolen by next business day. This allows for appropriate action to be taken by the ICT department to prevent unauthorised access e.g. employee password reset, mailbox deleted, etc.
- Council Members and employees are required to take liability for risks including, but limited to partial or complete loss of Shire data to device dependent factors such as viruses, malwares, operating system crash, etc.
- The Shire has the right to remove/wipe all related access and/or information from the devices if lost or stolen, or the user is no longer associated with the Shire.
 - The Shire will accept no liability for functionality, serviceability or performance associated with the BYOD.