



Work Mobile Phone Policy

Last policy review date:	January 2021	
Next policy review date:	January 2024	
Policy Owner:	COO	
Policy approval: <i>i.e. Trust board or delegated to subcommittee or individual</i>	Trust Board	
Cross references <i>i.e. with other Trust policies</i>		
Statutory Policy?		

Introduction

Work mobile telephones are provided at the discretion of the Trust on the basis of business need which is usually dependent on the role that you perform.

This policy does not form part of any employee's contract of employment and it may be amended at any time. We may also vary the procedures set out in this policy, including any time limits, as appropriate in any case.

Scope

This policy applies to all employees at the Trust who are provided with a work mobile phone. It should be read in conjunction with our ICT user policy which sets out obligations on the employee in terms of use of equipment as well as how systems are monitored in accordance with relevant legislation.

Personal use

If you are issued with a work mobile telephone, these are for use connected to the business of the Trust.

Work mobile telephones may not be used for private calls.

Responsibility

The mobile phone must be returned to the organisation on the last day of your employment.

The security of your work mobile telephone is your responsibility, including all communications made from it.

Do not leave it in a visible place such as in an unattended car. You must ensure the use of a personal identification number (PIN) or a password for security.

Theft of a work mobile telephone must be notified to the police in the first instance.

Loss or theft of a work mobile phone must be reported to the network provider immediately to prevent or minimise the unauthorised use of the device.

Loss or theft of a work mobile telephone should also be reported to finance department immediately or as soon as possible.

Driving

Drivers must comply with current legislation and so you must not use your device whilst driving.

You should not endanger yourself or others when on business for the Trust and should concentrate on driving and avoid distractions. This includes answering and making telephone calls, sending text messages or faxes, and accessing the internet, etc.

You are advised that even where the device is hands free (fixed or in a cradle, the use of an ear piece does not make a telephone hands free) you should not attempt to use the device when driving and you should wait until the vehicle is stationary and in a safe place before using a hands-free telephone.

Unauthorised use

You should familiarise yourself and comply with the ICT user policy.

You are not permitted to use the mobile phone for any of the following:

- Any communication that could constitute bullying and harassment (see our anti-bullying and harassment policy)
- Inappropriate or excessive personal use]
- Streaming data whilst not connected to WiFi incurring unacceptable data charges
- Gambling
- Accessing pornography
- Taking photos of, downloading or storing offensive images
- Illegally downloading or distributing copyright information
- Using the device in breach of this policy

This list is intended as a guide and is not exhaustive.

Any unauthorised use or breach of this policy will be managed through the disciplinary procedure. A serious breach of this policy may be considered as gross misconduct which could lead to dismissal. Whether it is minor or gross misconduct will depend on the circumstances, but you should expect any breach of the driving provisions to be considered as gross misconduct

If you reasonably believe that a colleague has breached this policy you should report it without delay to your line manager or a senior member of staff.

Review of policy

This policy is reviewed, every 3 years or earlier if there are changes in legislation, by the Trust in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.