



# NORTH WALSHAM TOWN COUNCIL

## Personal Mobile Device Policy

Adopted by the Council at its meeting held on 25.2.20

### 1 Purpose

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This policy outlines the use of personal mobile devices by Councillors for Council business.

This policy should be read and understood by all Members who want to use, or are using, a personal mobile device for Council purposes

Members may use personal mobile devices to support their role as Members of North Walsham Town Council. Personal electronic devices include, but are not limited to, personally owned mobile phones, tablets, laptops and computers

### 2 Security

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Employees should put a PIN, password or other security measures in place on every device that is used to access Council information except where this information is normally available to the public e.g. via the Council web site. Confidential information should not be kept on personal mobile devices

### 3 Behaviour

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While engaged on Council business, Members are expected to exercise the same discretion in using their personal devices as is expected for the use of Council owned devices. Council policies pertaining to harassment, discrimination, retaliation, commercially sensitive information, confidential information and ethics apply to the use of personal devices for Council-related activities.

### 4 Use of Personal Devices during Council and Committee meetings

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Members with a personal mobile device should be courteous in meetings and ensure that their mobile phone is switched to vibrate or silent mode and should take any urgent calls outside the meeting. Meetings are decision making groups and mobile devices should not be used during the meeting, unless reading documents pertinent to the meeting; members of the meeting should not be sending or reading emails which are unrelated to the meeting as this distracts the focus of the group from the objective of the meeting.