



Witham St Hughs Parish Council Mobile Phone Policy

1. Purpose

This policy outlines the appropriate use, responsibilities, and expectations for employees and councillors issued with mobile phones by Witham St Hughs Parish Council. It ensures compliance with data protection laws, promotes professional conduct, and protects council assets.

2. Scope

This policy applies to all staff and councillors who are issued a mobile phone by the Parish Council for work-related purposes.

3. Ownership and Use

- All mobile phones remain the property of Witham St Hughs Parish Council.
- Devices are issued solely for council-related duties. Personal use is strictly prohibited except in emergencies.
- The Parish Clerk and Caretakers are currently authorised to hold council-issued mobile phones.

4. Acceptable Use

Council mobile phones may be used for:

- Communicating with councillors, staff, and external stakeholders.
- Accessing council emails and systems.
- Taking photographs or videos for council documentation or social media.
- Updating council social media accounts (where applicable).
- Emergency contact during council duties.

5. Prohibited Use

Council mobile phones must not be used for:

- Personal calls, texts, or browsing (unless in emergency).
- Accessing or installing unauthorised apps or software.
- Logging into personal accounts or social media.
- Use while driving or operating machinery unless hands-free and legally compliant.

6. Security and Data Protection

- Devices must be secured with passcodes or biometric authentication.
- Users must ensure phones are locked when not in use.
- Any loss, theft, or damage must be reported immediately to the Parish Clerk and Chair.
- In case of theft, a police report must be filed and a crime reference number obtained.

7. Monitoring and Costs

- The Council reserves the right to monitor usage, including calls, texts, and data.
- Monthly bills will be reviewed. Any misuse resulting in excess charges may be reclaimed from the user.

- Usage must remain within the agreed data and call limits.

8. Driving and Safety

- It is illegal to hold and use a mobile phone while driving. Users must be safely parked before using the device.
- Hands-free use is permitted only if the device is not physically held.

9. Termination of Employment

- On leaving the Council, the mobile phone and accessories must be returned to the Parish Clerk or Chair on the final working day.

10. Review

This policy will be reviewed annually or as required to reflect changes in legislation or council operations.