

Nedging with Naughton Parish Council

Bring Your Own Device (BYOD) Policy

1. Purpose

This policy sets out the requirements for Parish Councillors who use their own personal devices (such as laptops, tablets, or smartphones) to access and manage Parish Council emails and attachments.

Its purpose is to protect Council information and maintain compliance with data protection legislation.

2. Scope

This policy applies to all Parish Councillors who access the Nedging with Naughton Parish Council email system or handle Council information using their own devices.

3. Acceptable Use

Councillors may use their own devices only to:

- Access, read, and send Council emails.
- View or download attachments related to Council business.

Councillors must not:

- Use Council email accounts for personal matters.
- Share devices when Council information is accessible.
- Forward Council emails or attachments to personal or non-Council accounts.

4. Security Requirements

Councillors must:

- Use a password, PIN, or biometric lock on all devices used for Council business.
- Keep operating systems and antivirus software up to date.
- Use secure, private Wi-Fi connections (not public networks) when accessing Council emails. (With the exception of using devices at official Parish Council Meetings)
- Report any loss, theft, or suspected data breach immediately to the Parish Clerk.
- Delete or archive Council information securely when no longer required.

5. Data Protection

Councillors must comply with the **UK GDPR** and **Data Protection Act 2018** when handling Council information.

Council documents must not be stored on personal cloud accounts (e.g. Google Drive, iCloud, Dropbox) or shared through personal messaging apps.

6. Monitoring and Compliance

The Parish Council reserves the right to withdraw permission to use personal devices for Council business at any time.

Failure to comply with this policy may result in review under the Council's governance procedures.