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## **Using personal devices for work policy**

### **Key principles**

This policy applies to employees, committee members, volunteers, trustees, directors or owners, who use their own mobile telephones, tablets, personal laptops and PCs to access Bagshot Community Pre-School (BCPS) business related data, particularly confidential, sensitive or personal information in relation to employees, volunteers, children, families and other stakeholders.

This policy should be read in conjunction with BCPS's Information Sharing, Confidentiality and Client access to Records and Safeguarding Children, Young People and Vulnerable Adults policies.

Allowing individuals to make use of their own device(s) for business purposes may result in the need for such devices to be subject to additional controls over and above those typically in place for a consumer device. Common issues and security challenges, as outlined in this policy, must be considered when assessing the suitability of any given device to hold specific data belonging to the setting.

Permission will only be provided for individuals to use their personal phones, tablets, laptops and PCs for work-related purposes, where there is a good business case and strict adherence to this policy. Approval must be sought from the Manager or Committee Chair.

### **Data Protection Act 2018**

The Data Protection Act 2018 requires the setting to process any personal data in accordance with the six key principles (see Information Sharing policy). In summary this sets out the rules in place when collecting and using personal data, how such activities may be carried out and the safeguards that must be in place to protect the data. The setting also processes confidential and commercially sensitive data which must also be protected.

### **Sensitive personal data**

Sensitive personal data is information about an individual's:

- racial or ethnic origin;
- political opinions;
- religious beliefs or other beliefs of a similar nature;
- trade union membership (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992);
- physical or mental health or condition;
- sex life;
- commission or alleged commission of any criminal offence; or

- proceedings for any offence committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings.

Employees may view sensitive personal data on a personal device only if the device has a sufficiently high level of encryption. However, sensitive personal data must not be stored on personal devices in any other way.

## **Procedure**

Before using their own device for work-related purposes, an employee, committee member, volunteer, trustee, must ensure they use a strong password to lock their device. The device must be capable of locking automatically and deleting data automatically if an incorrect password is entered after several attempts. In addition, individuals must:

- use encryption software on their devices to store personal data securely; ensure that they assess the security of any open network or Wi-Fi connection and ensure unsecured Wi-Fi networks are not used;
- have an up-to-date anti-virus program installed which runs regular scans of the system for unwanted and malicious services or programmes; where possible this should also provide internet filtering to prevent harmful sites from being accessed;
- not download unverified or untrusted Apps that may pose a threat to the security of the information held on the device;
- not, under any circumstances, use corporate personal information for any purpose other than for their work and as directed or instructed by the setting;
- ensure that they have a system of software in place for quickly and effectively revoking access that a user might gain to a device in the event of loss or theft; if possible this software should also allow remote wiping of data from the device;
- make sure that any software they use is genuinely installed under an appropriate license agreement with suitable support from the relevant manufacturer to prevent any security vulnerabilities;
- report the replacement of a device used for work-related activities immediately to the Manager, if the data on the phone was not wiped in its entirety;
- report the loss, theft or replacement of a device used for work-related activities immediately to the Manager;
- not use public cloud-based sharing or public back-up services to store business-related personal data without prior authorisation from the Manager/Committee
- wipe any BCPS data from personal devices prior to disposal or passing the device on;
- not retain personal data for longer than is necessary for the purpose for which it is being used, unless there is a requirement to retain it for longer to comply with any legal obligation; if an employee is in any doubt, they should contact the Manager;
- ensure that if family or friends use the affected devices, they are unable to gain access to any personal information that is work-related by, for example, by password-protection; and
- ensure that if family or friends use the device, they do not install applications, or disable any protective software, contrary to the policy above.

## **Technical support**

If individuals require any technical support with their device, they should ensure that the third party providing such support has access to any data insofar as is necessary to complete their work, and that data is not transferred to a third-party device unless there is no other way of rectifying the technical problem. If data is transferred to a third-party device, the third party must warrant, and the individual must ensure, that the information is removed permanently from such a third-party device once the problem has been rectified.

## **Deletion of personal data**

Individuals must ensure that if they delete information, it is deleted permanently rather than left in the device's waste-management system. Overwriting software may be needed to achieve this. However, this is not always practicable because, for example, the information is stored or categorised with other information that is still live. In these circumstances, it is sufficient for the individual to put the information 'beyond use', by:

- ensuring that they do not use the personal information to make any decision that affects an individual or in a manner that affects an individual in any way;
- not giving any other organisation access to the personal data in any way;
- surrounding the personal data with appropriate technical and organisational security; and
- committing to the permanent deletion of the information if and when this becomes possible.

If an employee uses removable media, for example a USB drive, to transfer personal data, they must ensure that the personal data is deleted once the transfer is complete. All removable media used to hold personal data must be encrypted.

## **Termination of position**

If an individual leaves the setting, they must delete all work-related personal data on their own device prior to their last working day with the setting.

## **Monitoring**

As part of its ongoing obligations under the Data Protection Act 2018, BCPS will monitor data protection compliance with this policy. Before it undertakes any monitoring exercise, the setting will identify clearly the purpose behind the monitoring and the specific benefits that monitoring is likely to bring. BCPS will ensure that individuals are clear about the purpose of any monitoring and that it is justified in terms of the setting's requirement to comply with its duties under the Act.

## **Consequences of non-compliance**

If an individual is suspected of breaching this policy, the setting will investigate the matter under its *Disciplinary Procedure*. If any breaches are established, this could result in disciplinary action up to and including dismissal. Individuals may also incur personal criminal liability for breaching this policy.