

**Y PWYLLGOR CRAFFU - POLISI AC ADNODDAU**  
**MAWRTH 18FED 2020**

**DEWCH A'CH DYFAIS PERSONOL ( BYOD )**

**Argymhellion a Penderfyniadau yw gwneud :**

Cymeradwyo'r pholisi Dod â'ch Dyfais Personol (BYOD) a T&C's.

**Rhesymau:**

Diben y polisi hwn yw rhoi mwy o hyblygrwydd i staff ac aelodau etholedig. Byddent yn gallu cael mynediad at adnoddau'r Cyngor megis e-bost a chalendr o ffonau smart personol a gefnogir. Byddai mabwysiadu'r polisi hwn yn gwella ein dull o weithio ystwyth gan ganiatáu i staff fod yn fwy cynhyrchol ac effeithlon.

**Angen cyfeirio'r mater at y Bwrdd Gweithredol / Cyngor er mwyn gwneud penderfyniad: Oes**

**YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:- Cyng. Mair Stephens (Dirprwy Arweinydd);**

**Y Gyfarwyddiaeth  
Prif Weithredwr**

**Pennaeth Adran:  
Noelwyn Daniel**

**Awdur yr Adroddiad:**

**John M Williams**

**Pennaeth GTCh & Pholisi  
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**EXECUTIVE SUMMARY**  
**POLICY & RESOURCES SCRUTINY COMMITTEE**  
**MARCH 18<sup>TH</sup> 2020**

**BRING YOUR OWN DEVICE (BYOD) POLICY**

**1. BRIEF SUMMARY OF PURPOSE OF REPORT.**

The BYOD scheme to the Council will allow office staff and elected members to access Council resources from supported personal smartphones.

The BYOD access provided under our licence agreement with Microsoft is delivered via the Office 365 technology. This will allow users enrolled in the scheme to have access to:

- Your work Emails
- Your work Calendar
- Your work Contacts
- Access to the External Intranet
- Microsoft Office Applications

The policy provides robust and clear guidance for staff and members who intend enrolling in the BYOD scheme. The terms & conditions of use must be accepted by staff before being setup to use BYOD from a personal device. This will ensure that there is no liability on the Council for the following:

- Loss or corruption of any personal data on a personal device
- No support or maintenance offered by the Council to any personal device enrolled in the scheme
- Council is not liable for any charges relating to using your personal device for work purposes e.g. call or data charges
- Personal apps on the phone are not to be used for undertaking Council work

Care should also be taken to ensure that staff enrolled in the scheme do not feel under undue pressure to work outside of their contracted hours, and the E-Learning module will provide options to disable notification after a set time (e.g. after 5.30pm) if the users so wish.

The limitations of what can be accessed under the BYOD scheme do need to be understood, and this is by no means a replacement for a works provided windows device or in most circumstances an iPad. The BYOD scheme should be seen as a 'companion' device offering access to email, calendar, contacts and the intranet. The full range of Council data, systems and applications cannot be accessed from this scheme.

**DETAILED REPORT ATTACHED?**

**YES & Terms & Conditions Document**

## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Noelwyn Daniel Head of ICT & Corporate Policy

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
No	YES	No	YES	YES	YES	NO

### Legal

This policy ensures compliance with the following legislations and regulations:

General Data Protection Regulation, the Data Protection Act 2018.

Acceptance of the T&C will be recorded electronically when a user enrolls in the scheme.

### ICT

ICT Services will need to ensure that technology is kept in place and up-to-date to ensure compliance with this policy

### Risk Management Issues

Compliance with this policy will reduce the risk of an information asset being misused.

### Staff implications

This policy will effect all staff and elected members and they will need to be made aware of the policy and accept their understanding of it.

Feedback from the meeting with Trade Unions was mixed where some TU reps raised concerns they felt this policy could be used by management to put added pressure of staff to be available 'at all times' if they have access on their personal phones.

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Noelwyn Daniel Head of ICT & Corporate Policy

**1. Local Member(s) - None**

**2. Community / Town Council - None**

**3. Relevant Partners - None**

**4. Staff Side Representatives and other Organisations - YES**

Several staff across the Authority have been piloting the BYOD approach for over 12 months and the feedback had been very constructive and supportive of this approach

### Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

Title of Document	Locations that the papers are available for public inspection
Various documents	CFP (speak to HoS)