



Great Denham Parish Council
Bring Your Own Device (BYOD) Policy



GREAT DENHAM PARISH COUNCIL

1. Introduction

- 1.1 This policy sets out how personal devices (laptops, tablets, mobile phones) may be used to access Great Denham parish council information, including email and documents.
- 1.2 Its purpose is to ensure that council information remains secure even when accessed on personal equipment, while keeping requirements proportionate for councillors and the clerk.

2. Device Owner Responsibilities

- 2.1 Users must take reasonable steps to keep their device secure when accessing council information. This includes:
 - (a) using a password, PIN or biometric lock
 - (b) ensuring the device is generally kept up to date and security updates are applied when the device prompts the user
 - (c) using built-in security tools such as automatic screen lock
 - (d) keeping devices safe from loss or theft
 - (e) reporting any loss, theft or suspected unauthorised access to the clerk as soon as possible
- 2.2 The council does not require users to continually check for updates. Instead, councillors and staff may rely on their device's normal automatic update notifications. Where a device becomes significantly out of date in a way that could create a security risk, the clerk may request that the necessary update is applied.
- 2.3 If available, users are encouraged – but not required – to enable remote-wipe capability in case a device is lost.

3. Personal Data and Confidentiality

- 3.1 Users must ensure that:
 - (a) council information is accessible only to the authorised councillor or clerk
 - (b) family members or others sharing the device cannot view or retrieve council data
 - (c) emails and documents containing council information are deleted once no longer required
 - (d) council data is not forwarded to anyone other than the authorised councillor or clerk
- 3.2 Personal Data belonging to residents, staff or suppliers must not be stored or shared in personal messaging apps such as WhatsApp, iMessage or Facebook Messenger where this risks accidental disclosure.



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4. General Requirements

- 4.1 Personal devices used for council business may be subject to disclosure in legal proceedings
- 4.2 Before disposing of a device, all council data must be securely erased
- 4.3 All council information must be removed from the device when a councillor leaves office or an employee leaves the council

5. Data Protection and GDPR Compliance

- 5.1 Users must comply with the Data Protection Act 2018 and UK GDPR. This includes ensuring that any personal data relating to residents, councillors, staff or suppliers is handled securely.
- 5.2 A breach caused by improper use of a personal device may lead to action by the Information Commissioner's Office (ICO) and could result in standards or disciplinary procedures.

6. Technical Requirements

- 6.1 Users must take reasonable steps to keep their device secure when accessing council information. This includes:
 - (a) use strong, unique passwords following NCSC guidance (three random words)
 - (b) use multi-factor authentication (MFA) where supported
 - (c) avoid unsecured public Wi-Fi when accessing council information
 - (d) password-protect any confidential documents shared by email
 - (e) avoid saving council documents directly onto personal cloud accounts
- 6.2 Where possible, users should maintain a clear separation between personal and council data.

7. Prohibited Actions

- 7.1 Users must not:
 - (a) allow any other person to access council information on their device
 - (b) use their council email address for personal registrations (shopping, social media, private business)
 - (c) store sensitive council information in unsecure apps

8. Incident Reporting

- 8.1 Any loss of a device, suspected breach, unauthorised access or suspicious activity must be reported immediately to the clerk.

9. Compliance

- 9.1 Failure to follow this policy may result in restricted access to council information systems or further action where necessary.



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10. Review

10.1 This policy will be reviewed every two years or sooner if legislation changes.

11. Version Control

Version Control Record

Ref.	Date of Update	Details of Amendments/Changes	Approval Minute
1	March 2026	Initial adoption of policy.	March 2026