



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

MOBILE PHONE POLICY

The following policy applies to all employees of Ecclesfield Parish Council ('the Council') who are issued with a mobile phone by the Council. The following guidelines should be adhered to:

Guidelines

1. A Council mobile phone is provided to you for you to fulfil your duties professionally and efficiently. The mobile phone provided does not belong to you. It is to be used strictly for Council purposes only, except in the case of an emergency. Text messages should not be sent from your Council mobile phone unless they are work related.
2. The Internet should not be accessed at any time. The Council reserves the right to monitor internet use on a Council mobile phone to ensure compliance with its policy and any personal, non-Council related use will be recharged back to you.
3. The Council reserves the right to monitor all use of Council mobile phones when it has reasonable belief that such action is necessary. This includes all types of communications made using any means, i.e. text message, e-mail or phone calls. An employee's use of the phone is done in the knowledge that communications may be read by those in the Council responsible for mobile phone monitoring. This is the Clerk (and the Chair of the Finance, Premises and Staffing Committee where it relates to the Clerk). Monitoring your usage may mean processing your personal data. You may read more about the data the Council holds on you, why it holds it and the lawful basis that applies in the employee privacy notice.
4. Software must not be added to Council mobile phones without express prior authorisation from the Clerk or the Administration and Financial Officer.
5. For security and privacy reasons, it is strictly prohibited to download, access or install any apps to Council mobile phones, including but not limited to TikTok, without express prior authorisation from the Clerk or the Administration and Financial Officer.

6. Under no circumstances should a Council mobile phone be taken on holiday or abroad unless required as part of your role and the action is authorised in advance by the Clerk (or the Chair of the Finance, Premises and Staffing Committee where it relates to the Clerk).
7. When using a Council mobile phone you are an ambassador of the Council, therefore, you should deal with all calls courteously and professionally.
8. If you are issued with a Council mobile phone you are responsible for its safe-keeping, ensuring that its batteries are fully charged and that it is switched on at all times when on duty.
9. When you are on annual leave, you should change your voicemail to reflect this; clearly stating who can be contacted for assistance in your absence.
10. It is the Council's policy that you should not hold and use a mobile phone, sat nav, tablet or any device that can send and receive data whilst driving. You should ensure you are safely parked, and you have turned off the engine before making or receiving any telephone calls. In the event of you being unable to answer a call because you cannot find a safe place to stop, you must return the call as soon as conveniently possible after you have safely parked and turned off the engine. Employees are reminded that it is illegal to hold and use a mobile phone, sat nav, tablet or any device that can send and receive data whilst driving.
11. You can use a device held in your hand in the following circumstances only:
 - a. you need to call 999 or 112 in an emergency, and it is unsafe or impractical to stop
 - b. you are safely parked
 - c. you are using the device to park the vehicle remotely.
 - d. you can use devices with hands-free access, such as a built-in sat nav, provided you do not hold the device at any time during usage.
12. If you lose or have your Council mobile phone stolen, you must report this immediately to the Clerk or the Administration and Financial Officer so the SIM card can be cancelled so no unauthorised user can make calls. You must also report it immediately to the local police station and obtain a crime reference number.
13. On termination of employment, your Council mobile phone and accessories should be handed in to the Clerk or the Administration and Financial Officer on your last date of employment.
14. The Council insures the mobile phone within the Council's insurance policy, if it becomes lost or damaged please inform the Clerk or the Administration and Financial Officer as soon as possible.

Adopted by Council: May 2025

Review Date: May 2027