

Mobile Phone Policy

This policy sets out the expectations and responsibilities associated with the use of mobile phones by employees of [Parish Council Name], including the Pavilion Manager and Facilities Manager. It is intended to ensure appropriate, safe, and cost-effective use of council-provided or personal mobile phones in the course of council business.

1. Scope

This policy applies to all employees, contractors, and volunteers who:

- Use a mobile phone provided by the Council for work purposes.
- Use a personal mobile phone to carry out Council duties.

This includes, but is not limited to:

- Pavilion Manager
- Facilities Manager (FM Manager)
- Other staff and councillors where applicable.

2. Council-Issued Mobile Phones

2.1. Eligibility

Council mobile phones may be issued to employees whose duties require regular communication while away from their primary workplace.

2.2. Usage Expectations

- Council-issued phones must be used primarily for council-related business.
- Personal use should be limited, appropriate, and must not incur extra charges.
- Devices must be kept secure and protected from theft, damage, or unauthorised access.
- Council mobile numbers may be shared publicly (e.g., on the website) if relevant to the role, e.g., Pavilion Manager.

2.3. Data Protection and Security

- All phones must be protected by a PIN or biometric lock.
- Access to council emails or systems must comply with council IT and data protection policies.
- Lost or stolen devices must be reported immediately to the Clerk.

2.4. Return of Equipment

All mobile phones must be returned to the Clerk when no longer required for the role, or on termination of employment.

3. Use of Personal Mobile Phones for Work

Employees using their personal phones for work-related communication must maintain professionalism and adhere to GDPR and confidentiality principles.

Personal numbers should not be used for regular contact with the public unless authorised.

4. Driving and Mobile Phones

- Employees must not use a handheld mobile phone while driving.
- Hands-free use must be minimised and only when it is safe to do so.
- Employees are personally responsible for complying with road traffic laws.

5. Monitoring and Costs

- The Council reserves the right to monitor the usage of council-issued phones to ensure compliance.
- Excessive or unauthorised use may result in the employee being asked to reimburse costs.
- Repeated misuse may lead to disciplinary action.

6. Health, Safety and Wellbeing

- Employees are encouraged to take regular breaks from screen use.
- Mobile phone usage should not interfere with the ability to carry out duties safely and effectively, especially when using machinery or working at height (applicable to FM Manager duties).

7. Policy Review

This policy will be reviewed every two years or sooner if required by legislation or operational need.

Approved by: Full Council

Date: 18th September 2025

Review Due: 18th September 2027