

Personal Mobile Phone and Bring Your Own Device (BYOD) Policy



Approved by	Anna Davies/Steve Butler
Reviewed on	09.03.23
To be reviewed by	09.03.24

Personal Mobile Phone and Bring Your Own Device (BYOD) Policy:

For the attention of: **All Staff/Visitors**

Personal Mobile Phones:

In May 2018 GDPR (general data protection regulations) set out a framework regarding data, access to data and use of data, setting a standard in which all employees and companies are bound to. Data breaches can be a significant safeguarding issue and can incur costly fines. Mobile phones and personal devices are included in this legislation.

Mobile phones as well as being a communication device are, and have been for some time location trackers, camera's, video recorders, they can respond to voice/record voice and perform a variety of tasks in which they collect data with or without user notification. In our duty of care and out of respect for the people at Overley all staff and visitors to the home must ensure that we focus on meeting the needs and enhancing the environment of those who live and learn at Overley Hall by adhering to this policy/legislation and informing visitors of this.

It is of paramount importance that mobile devices are not used whilst delivering care at Overley Hall. As part of GDPR it is policy and best practice that we cannot have any device with the capability of recording and storing video imagery and/or other data in the presence of the young people and adults at Overley Hall.

Personal data is also stored on mobile phones including bank details and the ability to pay for items with the phone itself.

Staff during working hours/visiting Overley Hall you must ensure that personal mobile phones/devices are not used in the vicinity of young people or their family members, failure to do so could result in disciplinary action if not prearranged with Management/Team Leaders for specific reasons.

'Any unauthorised use of a personal mobile phone during working hours may result in a disciplinary warning or dismissal, depending on the circumstances.' Staff Handbook

Your phone may only be used whilst on designated breaks and in an area away from any children/adults.

When staff are off site with the young people, there may be occasions when staff may need to use their mobile phone with young people present. This should only be work related and in case of emergency situations.

Where special circumstances dictate, i.e. illness of your child/other family member and you request to have the use of a personal mobile phone during working hours, this must be referred to the Management Team/Team Leader before the beginning of your working day who will deal with such a request on an individual basis. Any such use must be formally authorised and noted.

Families visiting Overley can use areas away from the young person's family rooms to use their mobile phones, and other devices. Families need to be mindful of the GDPR regulations and potential data breaches for other young people at Overley. Guidance on the GDPR regulations can be found online and discussed with Management and Team Leaders. Areas such as the Coach House, designated family room, garden areas and grounds are neutral areas in the sense that they should not contain specific information on other young people and can be utilized on family visits if this is not in use.

BYOD: Bring Your Own Device Policy.

There are many ways in which technology is now available that record and store information these devices also carry camera/video recording capabilities. The use of Smart watches, tablets, miniature computers/Chromebook and all related connectable data storing devices are to be used within GDPR legislation and company policy -

Tablets and computers are not to be brought to Overley Hall unless there is specific need: A presentation or Diploma assessment for example. For families bringing in a device this could be prearranged for a specific use/reason with agreement from the Management/Team Leaders.

Smart watches should not be used as a camera device and this falls under the mobile phone/BYOD policy.

Data stored at Overley Hall transferred to any device such as a memory stick or mobile phone is considered a data breach and needs to be disclosed to Lorna Deakin who is the data protection officer. Data breaches or any information lost, transferred or sent/handled in any way needs to be disclosed even if unintentional.

Failure to disclose data breaches could result in disciplinary action.

Contact Information:

It is your responsibility to ensure that your family members/other relevant contacts have the company telephone numbers in order to reach you in the case of an emergency during your working hours.

Contact numbers for Overley Hall:

Overley Hall School Office: 01952 740262 / 01952 740231
Care Department Mobile: 07769 310912 [Out of office hours]
Overley Hall Lodge: 01952 740217