

BURTON BRADSTOCK PARISH COUNCIL

Bring Your Own Device (BYOD) Policy – Adopted January 2026

Purpose

This policy defines the conditions under which councillors may use personal devices, including laptops, tablets, and smartphones, to access Council information. It ensures compliance with the UK GDPR (2016), the Data Protection Act 2018, and the requirements of Assertion 10.

Scope

This policy applies to all councillors and officers who access Council email (using the *.gov.uk* domain) or Council documents via a personal device.

Security Requirements

All personal devices used for Council business must:

- Be protected by a strong password or PIN and set to auto-lock after a period of inactivity.
- Use device encryption where available.
- Be kept up to date with operating system updates and security patches.

In addition:

- Council data must only be accessed through Council-approved applications, such as the official Council email app or secure portals.
- The use of removable storage media (including USB drives and SD cards) for Council data is prohibited unless the media is encrypted.

Data Protection

- Council information must not be backed up to personal cloud storage or shared with third-party applications.
- Personal data and Council data must be kept separate, for example by using separate applications or accounts.
- Council data may only be used for legitimate Council business.

Loss, Theft, or Leaving Office

- Any loss or theft of a device used for Council business must be reported immediately to the Clerk.
- Devices must support remote wiping or allow for the secure manual deletion of Council data if required.
- Upon leaving office, councillors must ensure that all Council data is securely deleted and that access to Council systems is revoked.

Monitoring and Compliance

- The Council may request confirmation that personal devices meet the security requirements set out in this policy.
- The Council will not monitor personal use of devices beyond what is necessary to ensure the protection of Council data.

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Responsibilities

- Councillors are personally responsible for safeguarding Council data stored or accessed on their personal devices.
- Failure to comply with this policy may result in the withdrawal of permission to use personal devices for Council business.