

Black Sluice Internal Drainage Board

Policy No: 45

Mobile Phones & Devices Policy

Review Dates:

Original Issue	22 October 2018
Board Approved	26 June 2019
To be reviewed	01 May 2019

1. Black Sluice IDB provides mobile phones to a number of Employees for business use to make and receive calls, text messages, emails and to operate lone worker software all on behalf of the Board whilst at work.
2. Each phone has an unlimited standard calls and text messages package (not picture messages – 43.5p each (October 2018)) but data is limited to 2GB per phone.
3. Employees may use the Board's mobile phone for personal emergencies whilst at work or within the limits stated above outside of normal working hours.
4. Any private calls, text messages or data use over 2GB (unless it is proven this is excessive business use) with charges connected to them will be recharged to the Employee at current rates.
5. Employee's are to keep all business call time and frequency to a minimum as you may be inadvertently impacting on your colleague's production.
6. As a Board device all calls, texts and data usage is subject to monitoring.