

PORLOCK PARISH COUNCIL

POLICY: eSIM MOBILE DEVICE USE



1. Purpose

This policy sets out the conditions for the provision and use of mobile telecommunications services, including eSIMs, provided by Porlock Parish Council ("the Council").

The purpose of Council-issued mobile services is to support the efficient delivery of legitimate Council business.

2. Scope

This policy applies all Council-provided eSIMs, mobile numbers, data allowances, and associated telecommunications services to employees, members, where authorised by the Council, Volunteers undertaking authorised Council activities, Contractors or agents.

3. Ownership

1. All eSIMs, mobile numbers, contracts, and associated services remain the property of the Council.
2. Users have no personal entitlement to Council-issued mobile services.
3. The Council reserves the right to suspend, transfer, terminate, recover, or reassign any eSIM or associated mobile number at any time.

4. Bring Your Own Device (BYOD) Acknowledgement

1. Council-issued eSIM services are provided on the basis that they will be installed and used on the user's own personal mobile device in accordance with the Council's Bring Your Own Device (BYOD) Policy and any associated IT policies.
2. The Council provides access to a mobile telecommunications service only. The Council does not provide a handset, tablet, smartwatch, or any other device unless expressly authorised by resolution of the Council.
3. The Council accepts no responsibility for the condition, performance, maintenance, repair, replacement, depreciation, loss or theft of any personal device.
4. The Council will not contribute towards the cost of purchasing, repairing, replacing, upgrading, or insuring any personal device used in connection with a Council-issued eSIM.
5. The Council will not reimburse any loss or damage suffered to a personal device arising from its use for Council business unless required by law.
6. Should a personal device become damaged, lost, stolen, incompatible, or otherwise unsuitable for use, responsibility for obtaining a replacement device rests entirely with the user.
7. The withdrawal, suspension, or termination of a Council-issued eSIM shall not give rise to any entitlement to compensation or reimbursement in respect of any personal device.

5. Business Use Only

Council-issued mobile services are provided exclusively for official Council business. Users must use the service solely for duties connected with Council administration and meetings, emergency response functions authorised by the Council, official communication with employees, members, contractors, partner organisations, and public authorities; and other activities specifically authorised by the Clerk.

6. Prohibited Personal Use

Personal use is not permitted except in genuine emergencies where no reasonable alternative exists. Any personal use identified may result in reimbursement of costs and disciplinary action.

7. Mobile Data Usage

Mobile data is provided solely for legitimate Council business purposes. Users must minimise unnecessary data consumption and make use of secure Wi-Fi connections where appropriate. Excessive or unusual data usage may be investigated.

8. Monitoring and Privacy

As the service is provided wholly for business purposes, users should have no expectation of privacy regarding usage records. The Council may monitor, review, and audit, Call records, Data usage, Billing information and device activity where provided by the Council.

9. Security and compliance information.

Monitoring will be undertaken only for legitimate management, security, audit, legal, or regulatory purposes. Users must:

- Keep devices secure and protected by PIN, password, biometric security, or equivalent controls;
- Report any lost or stolen device immediately to the Clerk;
- Not share access credentials;
- Comply with Council IT, Data Protection, and Data Protection policies;

10. Data Protection and Confidentiality

Users must ensure that all information accessed or transmitted using Council mobile services is handled in accordance with, UK GDPR, Data Protection Act 2018, Freedom of Information Act 2000; and Council policies and procedures. Confidential Council information must not be shared through personal applications or unauthorised services.

11. International Use and Roaming

International roaming is not permitted unless expressly authorised by the Clerk. Any additional charges incurred through unauthorised overseas use may be recovered from the user.

12. Recovery of Costs

The Council reserves the right to recover from the user any costs arising from, unauthorised personal use, excessive or negligent use; International charges incurred without approval.

Where a user incurs costs relating to their personal device, including purchase costs, repair costs, replacement costs, insurance premiums, accessories, upgrades, maintenance, or software subscriptions, such costs shall remain the sole responsibility of the user and shall not be reimbursed by the Council unless expressly approved in advance by resolution of the Council.

13. Compliance

Failure to comply with this policy may result in withdrawal of the mobile service, disciplinary action under applicable Council procedures, referral to relevant authorities where unlawful activity is suspected.

14. Review of use/need

The Clerk/RFO will review mobile usage reports and under delegated authority reserve the right to withdraw any eSIM immediately where business need no longer exists.

15. User Declaration and Acceptance

I acknowledge and agree that:

- The Council-issued eSIM is provided solely for authorised Council business purposes.
- The eSIM will be installed and used on my own personal device in accordance with the Council's Bring Your Own Device (BYOD) Policy.
- I remain wholly responsible for the purchase, maintenance, repair, replacement, insurance, and upgrading of my personal device.
- I will comply with this policy and all other relevant Council policies.

Name: _____

Position: _____

Signature: _____

Date: _____