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# Kelbrook & Sough Parish Council

## Bring Your Own Device (BYOD) Policy

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<b>Author:</b>	<b>Clerk/RFO</b>	
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### **Introduction**

The Bring Your Own Device Policy (BOYD) covers the use of personal devices such as laptops, smartphones and tablets to enable access to Kelbrook and Sough Parish Council information.

The use of such devices allows Councillors to access information for meetings, respond to emails and undertake general council business. There are increased risks associated with this, and the Parish Council must ensure that information remains secure even if the personal device is lost, stolen or used by another person.

This policy is intended to reduce the risks by outlining the individual responsibility of device holders and covers all devices use by both Parish Councillors and staff.

### **Device Owners Responsibilities**

Individuals who make use of their own devices are responsible for protecting the device and how they use it. They must:

#### **1. Security**

- 1.1. Familiarise themselves with the device being used and its security features, ensure that it is secure to the highest level possible, and that regular upgrades provided for the device are enacted.
- 1.2. All reasonable steps must be taken to prevent theft and loss of data, and this includes, but is not limited to, password or biometric protection of the device, with passwords of sufficient length and complexity to ensure they will be difficult to guess. Passwords should not be written down.
- 1.3. Any loss of a device, or a security breach must be reported to the Clerk as soon as possible.

## **2. Personal data**

- 2.1 Information must be kept confidential- access to Parish Council information is for the Councillor or staff member only and no third party, including anyone who may share the device, or have access to it, is allowed. If necessary, a separate user profile should be used for Council information.
- 2.2 Any data held on the device, including emails, must be deleted once it is no longer required.
- 2.3 Data is not to be downloaded or forwarded for use by anyone other than the Councillor or staff member on whose device the data is stored.

## **3. General**

- 3.1 Any personal device used maybe subject to 'discovery in litigation' which means it could be used as evidence in a lawsuit against the Parish Council.
- 3.2 If the device is disposed of then all data must be removed first.
- 3.3 All council data must be deleted if a Councillor or employee leaves the Parish Council.

### **Data protection and Bring your Own Device**

The Council is required to process personal data and does so in accordance with the Data Protection Act 2018 and UK GDPR legislation. Personal data is data about identifiable living individuals and includes such things as email addresses, names and address etc.

There are risks in using personal devices to hold personal data and a breach of the Data Protection Act 2018 or UK GDPR can lead to the Parish Council being fined by the ICO.

Councillors and staff must follow the guidelines in this policy when considering the use of their device to process personal data.

Any Councillor or staff member found to have deliberately breached the Act or GDPR regulations may be subject to disciplinary measures or a referral to the Monitoring Officer.