Ely Diocesan Board of Finance
Bring Your Own (Personal) Device Policy

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Overview

- The use of a personal device or smartphone in connection with the Ely Diocesan Board of Finance (EDBF) business is a privilege granted to employees through approval of their line management and the IT Department.
- The EDBF reserves the right to withhold this privilege and revoke this privilege at its sole discretion in the event that users do not abide by the policies and procedures set out below.
- The following policies are aimed to protect the integrity of EDBF data and ensure it remains safe and secure under EDBF control.
- Please note that there may be limited exceptions to these policies owing to device limitations between vendors.
- EDBF data remains the property of the EDBF at all times no matter what format it is in, where it is stored or how it may be accessed.
- References to the word "device" below includes, but is not limited to, Android, BlackBerry, iPhone, iPad, tablet, laptop computer, Windows mobile or other smartphones.
- References to the word “backup accounts” below include, but are not limited to, personal iCloud backup accounts; personal OneDrive backup accounts; Google or other providers of online backup or storage accounts for personal devices.
- Users of Personal devices must agree to all terms and conditions in this policy to be allowed access to those EDBF services.

Conditions of Use

- Irrespective of security precautions mentioned here, you are expected to use your device in an ethical manner and in accordance with EDBF Acceptable IT Use Policy.
- Your device must lock itself with a PIN (personal identification number) set by you.
- If left idle, your device must automatically activate its PIN after a maximum time-out period of 5 minutes
- Your device will lock your account after 5 failed login attempts
- Your device or application will lock every 5 minutes, requiring re-entry of your password
- The password must adhere to the EDBF Password Guidelines.
- Your device may allow for only the remote wipe of Ely Diocese data.
- Any information belonging to the EDBF stored in a backup account must be returned or evidence of its permanent deletion provided within 24 hours of any request made to do so.

Data Breach or Lost Device

- If you become aware of a data security breach you should inform the Diocesan IT Manager as soon as possible. This should always be within 1 working day of discovery.

Tampering

- Using your device in ways not designed or intended by the manufacturer is not allowed. This includes, but is not limited to, ‘jailbreaking’ or ‘rooting’ your smartphone.

Liability

- A personal smartphone can be connected to the EDBF infrastructure or services, but the user is personally liable for their device and carrier service costs and any related costs such as repairs and insurance.
- Users of personal smartphones are not eligible (except by prior agreement) for reimbursement of expenses for hardware or carrier services.
Access

- Employees that purchase a device on their own that is not in line with our standard approved device lists may not be able to or allowed to have their devices added to our servers.
- It is highly recommended that the employee refers to Ely Diocese IT Support to review approved devices.
- Users of personal smartphones are not permitted to connect to EDBF infrastructure without documented consent from Ely Diocese IT Support.
- The EDBF reserves the right to disable or disconnect some or all services without prior notification.
- By accessing the EDBF network you agree to give the EDBF access to any EDBF owned data on your device or stored in any associated backup account, immediately upon the reasonable request.
- 'Access' includes being permitted to access, make copies of, recover or delete files containing EDBF owned information from your device.

Disclaimer

- The EDBF hereby acknowledge that the use of a personal smartphone in connection with EDBF business carries specific risks for which you, as the user, assume full liability.
- These risks include, but are not limited to, the partial or complete loss of data as a result of a crash of the operating system, errors, bugs, viruses, downloaded malware, and/or other software or hardware failures, or programming errors which could render a device inoperable.

Statement upon ending of employment

- When you leave the employment of the EDBF or when the EDBF decides in its sole discretion to revoke your permission to use a personal device for Diocesan business, you will be required to sign the following statement:

"I undertake that I will no longer use any personal electronic device for any purpose connected with the Ely Diocesan Board of Finance (EDBF).
I further undertake that I have handed back to the EDBF all data and documentation belonging to them and having done this I have irretrievably deleted all such information from my personal electronic devices and from any device backup accounts.
I warrant that I have not transferred any data or documentation belonging to the EDBF or created in my capacity as an employee of the EDBF to any other computer or device or communicated it to any third party without the permission of the EDBF."