Title: **VALLEY PROVINCIAL LTD MOBILE PHONE USE POLICY STATEMENT**

Introduction

This policy applies to mobile phones provided by the organisation and also to the use of private mobile phones while employees are at work.

Work mobile phones

Work mobile phones are provided at the discretion of the organisation on the basis of business need and must be returned to the organisation on the last day of your employment.

The safeguarding and care of your work mobile phone is your responsibility.

Where damage or loss of the phone is deemed to be caused through the employee's negligence they may be requested to pay for the cost of repair or a replacement device. Loss of or damage of a work mobile should be reported to the Line Manager.

Mobile Phone Usage

Mobile phones may be used only for business purposes during working hours or as requested by your manager as depicted by the needs of the business and for private purposes during working hours in the case of an emergency only.

Work mobile phones may not be used for private calls, messages, or personal browsing, unless in an emergency.

The employee may download and use such applications onto the phone that are relevant to the business needs and their daily work only. The use of mobile data to download or stream content or browse the internet for non-work-related purposes is not permitted.

Should excessive use occur that results in additional charges over the set monthly call, text or data allowance the Company reserves the right to seek recovery of the excess costs from the employee.

All staff are reminded to use email or what's app to send photo's, images or other graphical content as these can incur additional charges when being sent by the SMS service.

Users must not use, try to use, or let anyone else use staff mobile devices for:

- Anything that is illegal or immoral
- Making offensive, threatening, or harassing calls

- Use of the Short Message System (SMS), multi-media messaging or email to send or receive inappropriate or offensive remarks, graphics or images
- Use in contravention of Regulation 104 of the Road Vehicles (Construction & Use) Regulations, 1986; i.e., using a mobile phone whilst driving.

Etiquette

Be considerate in your use of your mobile phone. Turn it off when its use could be distracting, for example during meetings and training sessions.

Observe any restrictions imposed by our clients whilst on site or on their premises, on the use of mobile phones, including requests to turn them off.

Driving

Drivers should concentrate on driving and avoid distractions. Answering and making telephone calls, sending text messages and accessing the internet are all distractions and in certain circumstances could amount to the offence of driving without care and attention or even dangerous driving.

It is a criminal offence to use a hand-held mobile phone or similar device while driving.

Any mobile phone that is or must be held at any time while in use is a hand-held phone. The use of an earpiece does not make a mobile phone hands-free. To be hands free the phone must be fixed or in a cradle.

All hand-held mobile phones should be switched off/placed in silent mode and not answered until you reach your destination or have stopped in a safe place. If you are able to connect your device to your vehicles Bluetooth for hands-free call answering you should ensure your handset remains secured in an appropriate cradle.

Should you choose to use the mobile device for satellite navigation, the handset should be placed in an appropriate cradle.

Even the use of hands-free phones can be dangerous. Wherever possible you should wait until the vehicle is stationary and in a safe place before using a hands-free phone.

Accidental Loss/Theft of Mobile Device

The loss of devices that can send, store and retrieve email or access Valley Provincial information has potentially serious repercussions for Valley Provincial Ltd because of the sensitivity of the information that may be stored on them. Sensitive, confidential, or otherwise valuable information should not be permanently stored on mobile communications devices. All losses of mobile devices must be reported to a Director, Steve Childs or Louise Jackson immediately.

The company will work with the service provider to arrange for the device to be deactivated, which will disable it and, where appropriate, wipe all of the information contained on it. If the loss is discovered out of hours, it must be reported to your line manager immediately. Steve Childs should be contacted as soon as possible within working hours to report the loss, in order that the device can be deactivated.

Monitoring

The organisation monitors the use of its mobile phones. Monitoring is in the organisation's legitimate interests and is for the purpose of ensuring that workers are using mobile phones in accordance with this policy.

The organisation reserves the right to monitor the telephone numbers to which calls are made and from which calls are received, including by random checks of numbers that have been dialled, and the duration of calls, but will not monitor the content of telephone calls.

The information obtained through monitoring may be shared internally, including with Company Directors, an employee's line manager, managers in the business area in which the employee works and IT staff if access to the data is necessary for performance of their roles. However, information would normally be shared in this way only if the organisation has reasonable grounds to believe that a work mobile phone has been misused.

The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted. Data is normally securely destroyed after 1 month.

Information obtained through monitoring will not be disclosed to third parties (unless the organisation is under a duty to report matters to a regulatory authority or to a law enforcement agency).

Workers have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the Company's Data Protection Policy which is in line with the General Data Protection Regulation (GDPR), the Data Protection Act 2018. If workers believe that the organisation has not complied with their data protection rights, they can complain to the Information Commissioner.

Breach of this policy

Breach of this policy will be treated as misconduct. Whether it is minor or gross misconduct will depend on the circumstances, but you should expect breach of the driving provisions to be gross misconduct.

If you have been issued with a mobile phone, breach of the policy could result in it being withdrawn.

Monitoring and review

All aspects of this policy are to be reviewed annually.

Signed: Paul Brown _____

Paul Brown, Managing Director

Date: 16.12.2024 _____

Review date: 16.12.2025 _____