THE ISLE OF GIGHA HERITAGE TRUST

Bring Your Own Device Policy

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Chair of IGHT Board signature _____

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Revision History

Version	Section	Page	Detail Amended	Amended By	Date
1	All	All	New policy for GDPR compliance	S Bannatyne	April 2020

Contents

i. Introduction

This policy has been created for compliance with the General Data Protection Regulation 2018.

The Isle of Gigha Heritage Trust (IGHT), including its subsidiary companies, do not provide employees or company directors with mobile phones. A 'Bring your own Device' (BYOD) program allows an employee or director to use their own personal mobile phone and/or laptop / tablet for the purposes of the business (only if a company laptop is not available or supplied).

This policy outlines the responsibilities of both the employer and the users of these devices.

ii. Bring Your Own Device Policy

IGHT grants its employees and directors the privilege of using smartphones, laptops and tablets of their choosing at work for their convenience. IGHT reserves the right to revoke this opportunity if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of IGHT's data and technology infrastructure.

IGHT employees and directors must agree to the terms and conditions set forth in this policy in order to carry out business relevant to IGHT and / or its subsidiary companies or to be able to connect their devices to the company network (if applicable and / or available).

iii. Acceptable Use

- The company defines acceptable business use as activities that directly or indirectly support the business of IGHT.
- Devices' camera and/or video capabilities may be enabled while on-site but only for the purposes of the business.
- Devices may not be used at any time to:
  - View, store or transmit illicit materials
  - View, store or transmit proprietary information belonging another company
  - Harass others
  - Engage in outside business activities
- Only apps relevant to the business are allowed to be used while on-site.
- Employees may use their mobile device to access the following company-owned resources: email, calendars, contacts, documents.
- IGHT has a zero-tolerance policy for texting or emailing while driving and only hands-free talking while driving is permitted only if absolutely necessary.

iv. Devices and Support

- Smartphones including iPhone, Android, Blackberry and Windows phones are allowed.
- Tablets including iPad and Android are allowed.
- Where remote connection to the company server is necessary this will be authorised by the IT support company used by IGHT.

v. Security

- In order to prevent unauthorised access, devices must be PIN or password protected using the features of the device and a strong password is required.

Strong passwords are made up of at least six characters and a combination of upper and lower-case letters, numbers and symbols.

- The device must lock itself with a password or PIN if it's idle for five minutes.
- Do not open any emails or weblinks that you are not expecting or recognise or suspect to be malicious.

vi. Risks/Liabilities/Disclaimers

- It is the employee's responsibility to take precautions, such as backing up email, contacts, etc, that relate to the business of IGHT.
- The company reserves the right to disable services without notification.
- Lost or stolen devices must be reported to the company within 24 hours. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.
- The employee is expected to use his or her devices in an ethical manner at all times and adhere to the company's acceptable use policy as outlined above.
- The employee is personally liable for all costs associated with his or her device.
- The employee assumes full liability for risks including, but not limited to, the partial or complete loss of company and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.
- IGHT reserves the right to take appropriate disciplinary action up to and including termination for non-compliance with this policy.

Please also refer to the 'Mobile Device Acceptable Use Policy' for company issued devices.