International House Manchester

USE YOUR OWN DEVICE POLICY

Policy Statement

IH Manchester staff are permitted to use their personal devices within the workplace, for work-related purposes while working remotely, and to access company data and information.

This policy outlines the terms governing the use of personal devices in the course of work.

Scope of the Policy

Staff may use their own devices for the purposes of work and use those devices to access company data and information. This is subject to the points below:

1. The device must have virus protection installed. Virus protection will be supplied by the company if required.
2. The only software permitted for accessing company information is Office 365 and associated apps such as Microsoft Teams and Elsie App.
3. The company commits to providing technical support as required for the purposes of work.

Security

The security of company information and data is paramount. Employees must not do anything which might compromise that security when using their own devices.

1. The device must be password protected.
2. In app passwords such as for company emails must not be saved on the device.
3. When being used to access company data, the device should be locked while left unattended.
4. The device should not be used to access sensitive company data or information in a public place where non-employees might be able to see the content.
5. The employee should never use the device to access company data over an unsecured network.
6. If the device is lost or stolen, the employee must inform the line manager immediately and always within 24 hours. It might be necessary for the IT department to remotely wipe the device clean. If this does happen there is no guarantee that personal information will not be deleted.
7. When a device is no longer being used, all company data and information must be deleted from the device. The IT department may be asked to check that this has been carried out thoroughly.
8. Personal data relating to other employees or students must never be stored on a personal device.

Cost of the Device

The device is the employee's property and remains the property of the employee at all times. The organisation will not make a contribution to the cost of the device.

Leaving the company

When an employee leaves the organisation, they must ensure that any company information has been removed from the device.

Reviewed November 2025 – Next review November 2026 or in the event of staffing, policy, or legislative changes

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Breach of this Policy

Any breach of this policy could lead to disciplinary action being taken against the employee concerned.

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