

## 1. Purpose

This policy is for all staff using personally owned devices such as smart phones, tablet computers, laptops, netbooks and similar equipment, to store, access, carry, transmit, receive or use college information or data, whether on an occasional or regular basis.

The term for such devices is BYOD (“bring your own device”), this policy is about reducing the risk in using BYOD - such risks may come from your BYOD being lost, stolen, used or exploited.

## 2. Scope

This policy applies to the college community, adherence to this policy helps safeguard the confidentiality, integrity and availability of the colleges information assets, and protects the interest of the college, its students, personnel and business partners. Stoke on Trent College encourages both staff and students to bring their own device.

## 3. Requirements:

The following measures must be followed on the BYOD device:

- Set and use a passcode (e.g. pin number or password) to access your device. Whenever possible, use a strong passcode. Do not share the passcode with anyone.
- Set your device to lock automatically when the device is inactive for more than a few minutes.
- Take appropriate physical security measures and do not leave your device unattended.
- Keep your software up to date.
- Make arrangements to back up your documents.
- If other members of your household use your device, ensure they cannot access college information, for example, with an additional account passcode.
- Organise and regularly review the information on your device.
- When you stop using your device (for example because you have replaced it) and when you leave the college employment, securely delete all (non-published) college information from your device.
- Encrypt the device (to prevent access even if someone extracts the storage chips or disks and houses them in another device)
- Report any data breaches in accordance with the Incident Reporting Policy.
- Whenever possible, use remote access facilities to access information on college systems. Log out and disconnect at the end of each session.

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**BYOD POLICY**



**4. User Responsibilities**

Employees who elect to participate in BYOD must adhere to this policy and all policies while using their own mobile device on the Network.

Employees who elect to participate in BYOD must:

Not store any Restricted, Protected, or Confidential data (See Information Security Policy) on any mobile devices.

Destroy, remove or return all data, electronic or otherwise belonging to college, once their relationship with college ends or once they are no longer the owner or primary user of the mobile device. (E.g. the sale or transfer of the device to another person)

Remove or return all software application licenses belonging to college when the mobile device is no longer used.

At no time may a mobile device be connected to the secure college networks without prior approval.

Not connect their own device to any network ports across the college.

**5. Compliance**

The college is bound by the General Data Protection Regulation (the GDPR) and the Data Protection Act 2018 (the DPA). Loss of devices holding college data may cause damage and distress to those who entrust us to look after their data, damage the college reputation and its relationship with its stakeholders and have significant legal and financial consequences.

The Information Commissioner can impose serious monetary penalties on the college for breaches of the GDPR and DPA. Loss of devices containing other college data may give rise to loss of rights in intellectual property, inability to register rights in intellectual property and breach of contractual and other obligations to third parties for disseminating or otherwise failing to protect confidential information.

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**6. Approval**

Approved by the College Executive Team

Signed:   
(Principal)

Endorsed by the College Corporation

Signed:   
(Chair)

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**STOKE  
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**European Union  
European Social Fund**  
Investing in jobs and skills

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