Device Management Policy

Version number: 1.01

Publish date: 06-06-2018

Document control	
Prepared by	Mike Moore, Managing Director
Authorised by	Upper Management
Physical Copy location(s)	Operations Folder
Source Copy Location(s)	Dropbox - GDPR123\Documents\Final Documents
Published Copy Location(s)	www.Dephoto.biz\GDPR
Other Referenced Documents	Information Security Policy, Access Control Policy, IT Policy, Encryption Policy, Password Policy
Related Material	
Acknowledgements	GDPR123
Distribution	Upper Management, Franchise Owners, All Staff

Version Control				
Title	Device Management Policy			
Description	Establishes guidelines for the management of devices including those that are personally owned by third parties but used in the company's operations.			
Created by	Mike Moore			
Date Created	16-05-2018			
Maintained by	Upper Management			
Version Number	Modified By	Modifications Made	Date Modified	Status
1.0	Mike Moore	First creation	16-05-2018	Published
1.01	Mike Moore	Added cameras to scope list	06-06-2018	Published

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Purpose

This policy establishes DE Photo (Franchising) Ltd (referred to as the company here after) guidelines for the management of devices including those that are personally owned by third parties but used in the company's operations. All devices need to be managed to ensure that there are the appropriate security measures in place to protect and secure information processed using the device.

Scope

This policy applies to any devices used to access the company's systems, services and networks and includes devices owned by third parties such as employees and third party contractors. Devices can include but are not limited to:

- Smart phones
- Tablets
- Laptops
- Desktops
- Cameras

Any device that will be used to access company information must be authorised in writing before being allowed access (please refer to the Information Security Policy and Access Control Policy for further details on allowing access).

Definitions

BYOD – BYOD or Bring your own device is used to indicate that users can use their personal devices for company operations.

Proprietary Information – Information related to the running of the company that could cause damage or monetary loss. Examples of propriety information include code for programs, business strategy plans or automated algorithms amongst other things.

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Policy

Company Devices

Security Standards

All company devices must be configured with the following:

- Have Anti-virus/Anti-malware security configured in line with the IT Policy
- Have appropriate encryption according to the Encryption Policy
- Have user and administrator accounts separated
- Have all accounts protected with passwords that meet the Password Policy
- Only approved software and services can be installed

Third Party Devices

Third parties that are contracted to process or access company information may need to use their own devices. In order to do this, the party must submit a written request to the information security dept. who will perform a risk assessment and audit the devices the third party is intending to use. Where third party devices have been approved there must be clauses in the contract to ensure that the party complies with this policy.

Security Standards

All third party devices must meet the following standards at all times:

- Have an approved Anti-virus/Anti-malware solution in place, and be configured to provide an appropriate level of protection.
- Have accounts secured with passwords that meet the Password Policy.
- Have tools in place to monitor access to the company systems and data.
- Only use devices on secured protected networks (refer to the Boundary Device Protection Policy and network security standards)

Personal Employee Devices (BYOD)

Employees may use their own devices to process company controlled information in certain circumstances. In order to do this, they must submit a written request to the Information Security dept. who will perform a risk assessment and audit the devices the third party is intending to use.

Once approved, the third party will need to sign an agreement to adhere to this policy and any additional measures that the information security department deem necessary.

Security standards

To ensure the security of the company's information and sensitive data, authorised devices are required to have an approved Anti-virus/Anti-malware solution installed. This solution must be kept up to date and have active scanning switched on and configured.

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Third parties may not use cloud-based apps or backup that allows company-related data to be transferred to unsecure, unauthorised or non-compliant parties. Any company information that is to be stored on the device must have the approval of the information security dept. This information will need to be encrypted and backed up in accordance with the Encryption Policy and the Disaster Recovery Plan.

Making any modifications to the device hardware or software beyond authorised and routine installation of updates is prohibited unless approved by the Information Security Policy.

Third parties may not use insecure Internet connections such as public Wi-Fi and must follow the Acceptable Use Policy.

Restrictions on authorised use

Employees whose devices have camera, video or recording capabilities are restricted from using those functions anywhere in the building or on company property at any time unless authorised in advance by the information security department.

While at work, employees are expected to exercise the same discretion in using their personal devices as is expected for the use of company devices. The company policies pertaining to harassment, discrimination, retaliation, propriety information, confidential information and ethics apply to employee use of personal devices for work-related activities.

Excessive personal calls, e-mails or text messaging during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others.

Employees must handle personal matters in non-work time and ensure that friends and family members are aware of the policy.

Exceptions may be made for emergency situations and as approved in advance by management.

Employees may not use their personal devices for work purposes during periods of unpaid leave without authorisation from management. The company reserves the right to deactivate the company's access on the employee's personal device during periods of unpaid leave.

Family and friends should not use personal devices that are used for company purposes.

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Privacy/company access

No employee using his or her personal device should expect any privacy except that which is governed by law. The company has the right, at any time, to monitor and preserve any communications that use the company's networks in any way, including data, voice mail, telephone logs, Internet use and network traffic, to determine proper use.

Management reserves the right to review or retain personal and company-related data on personal devices or to release the data to government agencies or third parties during an investigation or legal dispute.

Termination

Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the personal device for inspection.

All company data on personal devices will be removed upon termination of employment.

Safety

Employees whose job responsibilities include regular or occasional driving are expected to not use devices while driving and use any device within the law.

Employees who are charged with traffic violations resulting from the use of their personal devices while driving will be solely responsible for all liabilities that result from such actions.

Employees who work in hazardous areas must refrain from using personal devices while at work in those areas, as such use can potentially be a major safety hazard.

Lost, stolen, hacked or damaged equipment

All parties are expected to protect devices used to access or process company information from loss, damage or theft.

The company will not be liable for any loss or damage to third party or employee devices.

All parties must immediately notify management in the event that a device is lost, stolen, damaged or a suspected breach has occured.

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Compliance

Compliance Measurement

Compliance to this policy is determined through various methods, including but not limited to, periodic training, internal and external audits, and feedback to the information security dept.

Exceptions

Any exception to the policy must be approved in advance by the information security policy and noted in this policy.

Non-Compliance

Compliance with this policy is not optional. Any employees that are found to have violated this policy will be subject to the disciplinary terms detailed in the Data Protection Policy in line with the severity of the offence and the damages caused.

Contractors or related third parties that are found to have violated this policy will be liable for damages as laid out in the contract terms and may be subject to legal actions.

Management and Review

This document must be reviewed at least every 12 months or earlier if there is a change to systems or there is a need to update policies due to enhancements in security, software or additions to legislation.

Last Review Date: 16-05-2018

Next Review Date: 16-05-2019

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