



## Mobile Phone Policy

### Policy Statement

The Students' Union recognises that staff who are required to attend regular off site activities relevant to their role, which may also include working outside core hours, may require a mobile phone to ensure they are contactable for business purposes. This ensures that staff is not asked to give out personal mobile numbers for work activity and safe guards staff personal data.

### Scope of Policy

Where a mobile phone has been issued by the Students' Union, it is for **business use only** and at all times will remain the property of the Students' Union. The user will be responsible for its safekeeping, proper use, condition and eventual return to the Students' Union. The user will also be responsible for any cost of repair or replacement other than fair wear and tear.

If it is found, following investigation, that there has been excessive personal data use, then the user will be asked to reimburse the company for the cost of this and action may be taken under the Disciplinary Procedure.

Where unauthorised calls have been made the user will be asked to reimburse the Students' Union. The user will be expected to pay for any personal calls/text messaging.

The user agrees that upon termination of employment, should they not return the allocated mobile phone, or should the mobile phone be returned in an unsatisfactory condition, the cost of replacement, or a proportional amount of this as decided by the Students' Union, will be deducted from any final monies owing, or the user will otherwise reimburse the Students' Union.

### Acceptance of the Policy

A copy of this policy should be given to any individual issued with a mobile phone by the Students' Union. The individual shall also be asked to sign a copy of this policy to confirm they have understood it and agree to abide by it.

I (insert name) \_\_\_\_\_ confirm that I have been issued a mobile phone and agree to abide by the terms of this policy.

Details of phone \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_