

Mobile Phone Use Policy

1.3

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1. INTRODUCTION

This policy sets out SHPCA policy on use by staff of personal mobile phones while at work and use of business issued mobile phones

2. APPLICABILITY

This policy applies to all employees and directors, and also applies to other people who work at SHPCA, e.g. self-employed staff, temporary staff and contractors

3. POLICY

Personal Mobiles

When at work occasional use of personal mobile phones **is permitted**, however this should not be too frequent or intrusive. Making or receiving of calls/texts must be restricted to times when:

- your colleagues would not be inconvenienced (e.g. by having to cover you or do your work)
- patients would not be inconvenienced or made to wait

If there is a risk of causing inconvenience, incoming calls should be rejected and outgoing calls made at another time.

Use of mobile phones at work will be monitored, and permission to use them will be withdrawn (either for individual offenders or for all staff) if it is considered that usage is excessive or disruptive.

BUSINESS ISSUED MOBILE or SMARTPHONES

If you are provided with a business issued Smartphone you must also read the Computer, Internet and Email Usage Policy.

Your phone is issued to you with the intention it is used for business purposes only. You should ensure that during working hours your phone is switched on and charged.

When taking/making business calls you must be aware of your environment and avoid inconveniencing other staff members. When discussing personal information or business sensitive information this must be carried out within a secure environment to avoid the possibility of a data breach.

If your work at SHPCA involves driving a car, you must only use your phone whilst driving if you have hands free functionality. Staff should avoid conducting telephone conversations with staff whilst driving vehicles.

You should not use other electronic devices such as personal organisers whilst driving. *[Using a mobile phone or other electronic devices (e.g. a personal organiser) whilst driving can attract a fixed penalty of £60 and 6 penalty points, or in certain (more dangerous) cases drivers may be taken to court where a fine of up to £1,000 can be applied. Employers who permit their employees to use hand-held mobile phones while driving commit an offence.]*