SUSSEX POLICY

Subject	Number
MOBILE DEVICE POLICY	P-15
Date May 15, 2023	**Approved by** COUNCIL [X] OTHER(S) [ ] **Date** May 15, 2023
Signature	**Date of Revision** May 05, 2023
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General

1. This policy is entitled "Mobile Device Policy."
2. This policy shall apply to all employees of the town of Sussex who are provided access to town resources or information on any mobile device.
3. For the purpose of this policy an elected Councillor or Mayor shall be considered an employee.
4. This policy covers both town-owned and employee-owned mobile devices accessing Town corporate information.
5. This policy shall be administered by Town Administration – Finance Department.

Purpose

Sussex is committed to providing for the customer service needs of residents by ensuring employees have the means to receive and respond to requests within appropriate timelines. In addition, the town provides technology to collaborate, maximize efficiency, and improve communication between staff, elected officials, and other stakeholders.

This policy is designed to protect the integrity and confidentiality of town data by establishing guidelines for access to town information systems and for secure mobile device data storage and record-keeping.

Objectives

The objectives of this program include:

- Ensure sound fiscal management for the use of mobile devices.
- Enable flexible, clear guidelines and options for varying needs and preferences.
- Ensure employees are aware of their responsibilities for the management of town resources and information.

Participation

- Full participation is restricted to employees in the following positions or categories:
    - Mayor
    - Chief Administrative Officer
    - Treasurer
    - Clerk
    - Department Heads

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- Employees who are required by their Department Head to have mobile device access.

- Other staff may be granted access to email or certain applications on their personal devices on a voluntary basis, at no cost to the town. All policies on usage and records management will apply.

Policy Guidelines

1. General Usage

All users are expected to maintain professionalism and adhere to the town's policies while using mobile devices.

All data stored on a town-owned mobile device, or applications used for town-related business are subject to the *Right to Information and Protection of Privacy Act*. Data includes text messages, photos, videos, and email.

All employees will strictly adhere to the *Motor Vehicle Act* regarding the operation of handheld devices in a motor vehicle.

Employees must have password protection enabled on all mobile devices with access to town information or applications. Employees are not permitted to backup town-owned data using a computer or remote data storage site not owned by the town.

An employee may make limited personal use of a mobile device provided it does not interfere with an employee's performance or duties. Any costs incurred due to personal use will be the responsibility of the employee.

No use of town-issued credit cards shall be permitted on mobile devices to protect the integrity of this information. This also includes online banking with the town's bank card.

2. Cellular Phone Hardware

Cellular phones issued to an employee will be standard devices identified by the plan administrator and available at the time of purchase.

Employees wanting to upgrade the standard device offered may do so provided the employee reimburses the town for the difference in price prior to receiving the device. In such cases, the device

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remains the property of the town, subject to the "Electronic Device Disposal" policy, though the disposal fee may be waived in such cases.

Device upgrades will be determined on a case-by-case basis, based on a demonstrated need to utilize certain work-related applications or if the existing device becomes unreliable or inoperable.

Employees may be permitted to provide their own devices. Employees will not be reimbursed for purchasing, insuring, maintaining, or servicing these devices. Support for these devices will be limited to device setup and reasonable efforts to resolve connectivity issues.

Employees are responsible for immediately advising the plan administrator or their department head of any lost, damaged, or stolen devices to ensure the appropriate security measures are taken to protect unauthorized access to town information. If the device is lost, damaged, or stolen as a result of the employee's negligence, the employee will be required to reimburse the town for the replacement cost, or any fees related to the cancellation of the service for that device.

3. Cellular Plan

The cellular plan provided by the town is intended to be sufficient to carry out town-related business. The data and features may change from time to time. Employees are responsible to ensure there are no additional charges based on non-work-related activities.

Employees are not permitted to tether or provide a hot-spot for any electronic device not owned by the town. Tethering refers to the use of a cell phone to provide internet access for another device, such as a laptop.

Department heads may request the plan administrator add an employee to the plan, provided the budget is sufficient to cover the costs.

4. Travel Outside of Canada

Employees traveling outside of Canada must advise the plan administrator at least five business days in advance of leaving the country. If the employee is required by their department head to access their device during this time, a travel plan will be secured. If the employee wishes to maintain access outside of the country for personal reasons, the employee may reimburse the town for the additional costs of a travel plan and/or applicable roaming fees.

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Any employee who fails to provide the plan administrator with sufficient notice to set up a travel plan shall be responsible for all costs related to the travel, regardless of if it is for work or personal reasons.

5. Payments and Reimbursements:

The town will pay the service provider directly for all costs related to the plan and town-owned devices.

As per this policy, employees may be billed by the town for additional costs related to the plan. Charges under $10.00 per month will not be billed back to the employee unless the employee consistently has personal charges. The employee will be notified by the finance department of such charges.

Employees approved by their department head to provide their own cellular plan may be eligible for reimbursement, should the employee be included in the list of those entitled to full participation. Such reimbursement shall be limited to a maximum of $45.00 per month plus appliable taxes, and will be reimbursed quarterly.

Budget

All costs for mobile devices shall be budgeted annually. Department heads must ensure the budget is available for all employees taking advantage of this policy.