

DEVICE USAGE POLICY



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1. **PURPOSE.**

A Device Usage Policy empowers your organization to set the requirements for how your employees (and contractors) use your devices to access your IT infrastructure and the valuable data it stores. From an information security standpoint, a Device Usage Policy is a very useful tool that will help you minimize the risks posed by your employees' device usage.

2. **HOW DOES IT WORK.**

This policy sets out the type of devices that it applies to and covers the minimum usage requirements that apply to the use of your organization's devices, amongst other provisions.

3. **WHAT DEVICES DOES THE POLICY APPLY TO?**

- Fixed devices, such as desktop computers or servers
- Portable devices, such as laptops, tablets, and mobile phones
- The software on those devices
- The onsite and offsite use of those devices

4. **WHAT MINIMUM USAGE REQUIREMENTS DOES THE POLICY SET OUT?**

The minimum usage requirements the policy covers include the following:

- **purpose of use** – the purpose for which the employees use devices (they must use them mainly for work purposes, amongst others)
- **encryption** – encrypting the devices to minimize the risk of unauthorized access
- **standard software** – the software that should run on the devices, including operating systems, anti-virus and mobile device management software
- **protection guidelines** – how to protect devices against damage, theft or loss
- **incident reporting** – reporting of damage, theft or loss
- **repair procedures** – the repairing of the devices, in case of any damage

5. **USER RESPONSIBILITY.**

- The user is responsible to report any damage or stolen device.
- In event of any damage or broken cost the user will be liable to the full amount.

6. **ACTIONS WE CAN TAKE.**

Protect your confidential information and personal data and regulate how your employees use your devices to access it by asking us to draft a Device Usage Policy.


Limit the risks of non-compliance with data protection laws posed by your employees by asking us to draft a Bring Your Own Device Policy.

POLICY REVIEWING

At present there is a Clause in all approved policies whereby it be reviewed annually by the Council. There is however only a certain number of policy statements (e.g. finance related) that must be reviewed Annually according to legislation.

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