

Mobile Device Security Guidelines

Using mobile and portable devices (e.g. laptops, iPhone and iPad, Android devices, Blackberry devices, Tablet PCs (regardless of operating system), Windows Mobile etc.) requires care and vigilance on behalf of users. Cork City Council staff using mobile and portable devices must take steps to ensure the security of the data held on these devices.

- The device should only be used for ethical and lawful purposes. Accessing of any unlicensed or illicit material is forbidden.
- Email/Internet facilities on the device must only be used in accordance with Cork City Councils acceptable usage policy. Any security applications provided must be used with respect to Cork City Council information.
- PIN/Passwords for mobile phones and cellular devices must be kept confidential at all times and must not be shared with anyone including family members.
- All mobile phones and cellular devices remain the property of Cork City Council at all times. Also all Cork City Council data held on portable devices is regarded as Cork City Council property, and as such is subject to monitoring and auditing.
- All personal data and use of portable devices for personal use is uncontrolled by Cork City Council. Any personal data stored on the device is the responsibility of the user and no responsibility can be taken by Cork City Council for the security of this personal information. The user is responsible for all personal data held on the device.
- Any mobile phone/cellular device used in a public place (e.g. on a train or at an airport) are to be positioned so that it is not overlooked (shoulder surfing).
- Security settings and software (e.g. profile managers, antivirus, firewalls, encryption etc.) on portable devices must not be interfered with, and attempts to bypass security controls such as jail breaking must not be performed.
- Never place sensitive data on portable device.
- Users are expressly forbidden from storing Cork City Council information on devices that are not issued by Cork City Council unless they protected in accordance with Cork City Council policy.
- Never leave portable devices unattended and always lock them away when not in use.
- Do not leave any portable devices visible in an unattended vehicle.

- To prevent physical damage and loss of assets, wherever possible, remove all portable and mobile media from vehicles when they are left unattended. Mobile phones are to be switched off.
- Comply with Data Protection obligations and report any lost, stolen or damaged mobile device to the ICT Department at the earliest opportunity so that a remote wipe of data may be carried out.