

<< Organisation Logo>>

<< Mobile Device Policy >>

Version: 1.0

Date

NetHost Legislation- Cyber Essentials & ISO Standard Training & Certification Company, Scotland/England

Version: xx

Date: xx

[Organisation] Name: xx

Security Level: Internal

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Revision History

Date	Version	Author	Summary of Changes

Approvals

Name	Signature	Title	Issue Date	Version

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INTRODUCTION

DOCUMENT PURPOSE

Staff within the [Organisation] use mobile devices such as laptops, netbooks, iPhones, tablets and others that provide similar functionality as a standard desktop PC and in many cases, replace desktop PCs altogether. Because these devices are so versatile, they are almost always used to store confidential information. This unfortunately means that there is a high risk of compromise to [Organisation] data should these devices fall into wrong hands.

One extremely effective way to minimise this risk is to ensure that all data on these devices is encrypted using [Organisation] recommended encryption solution.

However, the purpose of this policy is primarily concerned with outlining the other steps required to ensure that any compromise due to loss or theft of mobile devices is kept at a minimum.

SCOPE

This policy only pertains to the use of mobile devices within the [Organisation] corporate environment. It does not cover the use of such devices in any other 3rd party external environments.

POLICY

Below are statements that should be followed by all staff.

Policy Statements

No:	Statements
	Protect mobile devices containing [Organisation] confidential or personally sensitive information from unauthorised use or theft.
	Do not place confidential or personally sensitive information ONLY on your portable device. Make sure it is backed up elsewhere.
	Make sure any [Organisation] confidential or personally sensitive information on existing mobile devices is encrypted.
	[Organisation] media should be disposal of securely so that information is no longer recoverable.
	Loss of a mobile device must report the loss IMMEDIATELY
	Do not use a mobile device without an active anti malware solution

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