![superhighways - harnessing technology for community benefit]

Top Ten Tips for Bring Your Own Device

42.4 million people, that's 73% of the UK adult population, own a smartphone (TechTracker Q2 2016[1]) and 66% of the population use a smartphone or tablet to access the Internet (Ofcom Q1 2016[2]).

The use of social networks such as Instagram or Facebook are now part of everyday life for sharing pictures and keeping in touch with friends and family members. It's natural to use a smartphone personally for this, so **BYOD (Bring Your Own Device)** should be encouraged to record charity events and capture stories that show the positive impact of an organisation's work. It puts people in control as so many great stories can be captured using the media capabilities of a smartphone.

A BYOD policy shouldn't be an imposing constraint, but offer easy to follow guidelines before being let loose with a smartphone recording images and videos, gathering contacts and measuring impact.

If your organisation is considering BYOD or even staff are using organisational phones and tablets, you should consider the following:

1. The organisation gathering the information remains the Data Controller (DPA 1998).

2. Although device costs are covered by the user, who covers the cost of call and data charges?

3. Need a robust BYOD policy linked to your Acceptable Use and Data Protection policies.

4. Staff responsible for keeping devices updated with app versions & new system fixes.

5. How do your systems store data? Local, Sync to server, Cloud or Remote access products?

6. Devices, network access and applications must be protected with strong passwords.

7. Install Mobile Device Management apps … and be prepared to use it!

8. Report loss of stolen devices or suspected unauthorised file access immediately.

9. Be aware of the risks when using open or untrusted Wi-Fi networks in cafés & public places.

10. Remove data and user access from devices when an employee leaves or the device is replaced.

Links and further reading

- BYOD Policy Template: http://www.itmanagerdaily.com/byod-policy-template/
- Also see the guidelines from Information Commissioners Office (ICO): https://ico.org.uk/media/for-organisations/documents/1563/ico_bring_your_own_device_byod_guidance.pdf
- The Pros and Cons of BYOD: http://www.idealware.org/articles/pros-and-cons-byod-bring-your-own-device
- [1] IPSOS MORI – Tech Tracker Report Q2 2016: https://www.ipsos-mori.com/_assets/ipsosconnect/Tech_Tracker/assets/tech_tracker_report_-q2_2016.pdf
- [2] Ofcom Media Statistics 2016: http://media.ofcom.org.uk/facts/

Paul Webster – September 2016