**Portable Device Policy**

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| v1 | 28/04/2020 | Sultan Mohamed |  |  |
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# Introduction

## Policy statement

The purpose of this policy is to ensure that all staff at Sheerwater Health Centre are fully aware of the requirements regarding the use of portable devices which may be used by staff for the performance of their duties.

## Status

The practice aims to design and implement policies and procedures that meet the diverse needs of our service and workforce, ensuring that none are placed at a disadvantage over others, in accordance with the Equality Act 2010. Consideration has been given to the impact this policy might have in regard to the individual protected characteristics of those to whom it applies.

This document and any procedures contained within it are non-contractual and may be modified or withdrawn at any time. For the avoidance of doubt, it does not form part of your contract of employment.

OR [delete as applicable]

This document and any procedures contained within it are contractual and therefore form part of your contract of employment. Employees will be consulted regarding any modifications or change to the document’s status.

## Training and support

The practice will provide guidance and support to help those to whom it applies to understand their rights and responsibilities under this policy. Additional support will be provided to managers and supervisors to enable them to deal more effectively with matters arising from this policy.

# Scope

## Who it applies to

This document applies to all employees of the practice. Other individuals performing functions in relation to the practice, such as agency workers, locums and contractors, are encouraged to use it.

## Why and how it applies to them

This document has been produced to provide all staff at Sheerwater Health Centre with the necessary level of information to understand portable devices so that they may be used safely and effectively to support staff in the performance of their daily duties.

# Definition of terms

## Portable device

A portable device is any device that can easily be carried. Portable devices are primarily battery-powered devices with base computing resources in the form of a processor, memory and storage and network access. Examples include tablets (i.e. iPads), laptops and smartphones.

# Portable device management

## Issue

Portable devices issued to staff by Sheerwater Health Centre are for the sole use of the individual to whom they are issued. Upon issue, staff will be required to sign the Portable Device Loan Agreement (Annex A) and the Acceptance of Use Declaration (Annex B) forms.

## Transfer between staff

The transferring of devices between staff members is not permitted. Devices must be returned to [insert individual] who will liaise with the IT department at [insert name/location] to ensure that the device is ready for the next user.

## Returns

When a member of staff no longer requires the device, they are to return it to [insert individual] at the earliest opportunity. The Device Loan Agreement will be updated to reflect the return of the device. Staff must ensure that this document is signed when the device is returned.

## Security

Devices are the responsibility of the person to whom they are issued. Staff must ensure the safekeeping of the device at all times. Staff will be liable for any costs as a result of loss or accidental damage.

In the event of the theft of a device, the individual responsible for the device must report this to the police and obtain a crime reference number; the practice will be liable in such instances.

Losses or thefts must also be reported to [insert name/role/contact details]. The procedure for reporting losses or thefts is detailed at section 5.

Staff must not leave devices unattended in public places, on transport, etc. When at Sheerwater Health Centre, staff must take the necessary precautions to safeguard the device at all times, such as locking devices away in a drawer/cabinet. Furthermore, when transporting the device in a vehicle, it should be stored out of sight, e.g. in the boot, and under no circumstances are portable devices to be left in vehicles overnight.

## Encryption and software

All portable devices must be encrypted with 256bit encryption and only approved software can be installed and used by staff. Further guidance regarding specific software can be sought from the IT team at [insert location, number, etc.].

The following software has been approved for use on portable devices: [practices to amend to reflect local guidance]

* [EMIS mobile](https://itunes.apple.com/gb/app/emis-mobile-by-emis-health/id1089214586?mt=8)
* [BNF](https://itunes.apple.com/gb/app/bnf-publications/id1045514038?mt=8)
* [NICE](https://itunes.apple.com/gb/app/nice-guidance/id505146575?mt=8)
* [AirWatch](https://itunes.apple.com/gb/app/airwatch-agent/id338761996?mt=8)

## Data

All staff are to exercise caution when using portable devices and should use only the minimum information that is necessary to perform the required task. Documents are not to be downloaded and stored on the device. Also, when using the device, staff must ensure that information is not visible to other individuals, i.e. family members or carers, who have no need to see the information.

## Passwords

In addition to system passwords, staff must set an access password for the device; this password must be unique and not shared with anyone else. Passwords must contain a combination of:

* Upper-case letters
* Lower-case letters
* Numbers
* Non-alphabetical characters (\*&!@ etc.)

Passwords should be at least eight characters long and it is strongly recommended that passwords are changed regularly. If a device becomes locked as a result of the incorrect password being inputted, support and/or password resets can be obtained from [insert relevant details here].

# Reporting the loss of a portable device and data

## 5.1 Procedure

If there has been a data breach, it must be reported within 72 hours of being discovered. This can be done via the [Data Security and Protection Toolkit (DSPT)](https://www.dsptoolkit.nhs.uk/Incidents). The Data Security and Protection Incident Reporting Tool has been designed so that organisations can notify incidents without having to study detailed guidance.

Dependent on the responses, the information provided will be sent to the Information Commissioner's Office, the Department of Health and Social Care, NHS England and the National Cyber Security Centre.

Incident reporting guidance is available from: <https://www.dsptoolkit.nhs.uk/Help/29>

If immediate advice and guidance related to a cyber security incident is required, contact the NHS Digital Data Security Centre on: 0300 303 5222.

As well as hosting the Data Security and Protection Incident Reporting Tool, the information contained within reported breaches may be used as intelligence especially when there could be an effect on the system and services it provides which are relied upon across the sector. NHS Digital will not edit the notification, nor will NHS Digital become involved in the investigation of a personal data breach. NHS Digital will provide a support function for the notification tool and may need to access information and hold support records of their activity. NHS Digital will itself use the notification tool for any personal data breaches that occur where it is the data controller.

# Summary

Portable devices are seen as a valuable tool to support staff working outside the practice premises, as part of the performance of their daily duties. Effective security and the correct use of such devices will enhance ways of working and ensure that confidentiality is maintained at all times.

# Annex A – Portable Device Loan Agreement

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of equipment** | **Apple iPad 4th generation** | **Recipient** | **A Doctor** |
| **Serial number** | **217219** | **NHS number** | **123 456 7890** |
| **Owner**  | Sheerwater Health Centre | **Date of loan** | **09 March 2019** |
| **Person authorising loan** | **A Manager** | **Date return due** | **09 March 2020** |
| **Loan item identification** | **iPad4-01** | **Recipient’s address** | **8 Invincible Close****Victory** **AB1 2PO** |
| **User guide info** | **Copy given to A Doctor** | **Contact number(s)** | **0200 911999 or****07777884321** |

**Conditions of the loan**

1. The practice agrees to loan the specified portable device to the named recipient for the duration stated above. It is the responsibility of the recipient to return the device on the detailed return date. Only the person identified above is authorised to use this device.

**2.** The recipient acknowledges that the equipment is fully functional, in a good state of repair and in a clean condition, and that they have been given training in the use of the device and how to report any concerns or defects during the loan period.

**3.** The loan period may be extended at the discretion of the practice. In the event of an extension, a new Loan Agreement form will be issued by the practice.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed & understood** | *A Doctor* | **Name of recipient** | **A Doctor** |
| **Date** | **09 March 2019** |  |  |
| **Signed**  | **A Manager** | **Person issuing** | **A Manager**  |
| **Date** |  |  |  |
| **Date returned** |  | **Signed** |  |

# Annex B – Acceptance of Use Declaration

Staff issued with a portable device understand that it is their responsibility to adhere to the practice’s Portable Device Policy and to ensure the security of the device throughout the loan period.

I agree to the terms of this policy and will at all times ensure that the device is used appropriately and its security is maintained.

Any breaches of this policy may be dealt with using the practice’s Disciplinary Policy.

|  |  |
| --- | --- |
| **Name of equipment** | **Apple iPad 4th generation** |
| **Serial number** | **217219** |
| **Name** | **A Doctor** |
| **Signature** | *A Doctor* |
| **Date** | **09 March 2019** |