

Mobile Device Company Policy



While it enables connectivity and work from remote locations, allowing employees to connect their personal cell phones, laptops, tablets and other personal mobile devices to your company's IT systems and networks also heightens the vulnerability of your confidential business and customer data to security breaches. The first line of defence: Implement a mobile device acceptable use policy like the one in the template below.

1. POLICY

Access to ABC Company confidential client and business data is a privilege, not a right. Breaches involving such data carry potentially serious consequences, including loss of the information, damage to critical IT applications, revenue losses, harm to the Company's public image and violation of privacy laws. Accordingly, all employees, contractors or personnel using a mobile device that is connected to ABC Company's corporate network, and/or capable of backing up, storing, or otherwise accessing corporate data of any type, must comply with the rules, requirements and procedures set forth in this Policy.

2. PURPOSE

The purpose of this Policy is to protect the integrity of the confidential client and business data contained in ABC Company's technology infrastructure, including its internal and external cloud services, to prevent its unauthorized disclosure, whether deliberate or inadvertent, and insecure storage on a mobile device or transmission over an insecure network where it may be accessed by unauthorized sources. In addition, this Policy applies to all ABC Company employees, including full and part-time, temporary staffers, independent contractors, volunteers, interns and other agents who use a mobile device to access, store, backup, or relocate any organization or client-specific data.

3. DEFINITION OF MOBILE DEVICES

For purposes of this Policy, "mobile devices" include but are not limited to, all devices and accompanying media, whether owned by ABC Company or employees or other staff, that fit the following classifications...