

LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF



FINANCE AND POLICY COMMITTEE MEETING

16th March 2026

REPORT OF THE CLERK AND EXECUTIVE OFFICER

MOBILE DEVICE POLICY

1. Purpose of the Report

1.1 The purpose of this report is to present the Community Council Mobile Device Policy for consideration and formal adoption by the Council. The policy sets out guidance for the appropriate use, security, and management of mobile devices used by councillors and council staff when conducting council business

1.2 This policy has been reviewed to ensure it remains consistent with the current guidelines provided by One Voice Wales and Society of Local Council Clerks (SLCC).

2. Background

2.1 Mobile phones, tablets, and other portable devices are increasingly used to access Council emails, documents, and other information relating to council operations. While these devices provide flexibility and efficiency, they also present potential risks relating to:

- Data protection and confidentiality
- Information security
- Loss or theft of devices

- Appropriate use of council resources

2.2 A formal policy ensures that councillors and staff understand their responsibilities when using mobile devices for council business.

2.3 The proposed Mobile Device Policy outlines:

- Acceptable use of council-owned and personal devices for council business
- Security requirements (such as passwords, locking devices, and software updates)
- Procedures in the event of device loss or theft
- Responsibilities of councillors and staff regarding confidential information
- Guidance on accessing council systems and data remotely

The policy supports compliance with relevant legislation including data protection requirements and promotes good governance.

2.4 Adopting the policy will help reduce the Council risks in relation to ;

- Data Breaches
- Loss of sensitive information
- Misuse of Council equipment or systems.

3. Financial Implications

There are no direct financial implications associated with the adoption of the policy. This policy ensures the Community Council has good governance procedures.

4. Recommendation

Members are asked to:

1. Review the mobile device policy
2. Approve and adopt the policy for use by Llantwit Fardre Community Council