

Local Housing Companies policy for mobile phone usage in the workplace

For the purposes of this policy, the term “Local Housing Companies” (LHC) refers to Wokingham Housing, Loddon Homes and Berry Brook Homes.

The below policy has been written with the intention of outlining the LHC’s approach to personal mobile phones in the work place and offers general guidelines for using personal and work mobile phones during work hours.

The purpose of this policy is to help us all get the most out of the advantages mobile phones offer the companies while minimising distractions, accidents, and frustrations that mobile phone use can cause.

This policy applies to all **LHC** employees and will be enforced accordingly by line managers.

Mobile Phone Use Guidelines:

The following are the LHC's basic guidelines for proper employee mobile phone use during work hours. In general, mobile phones should not be used when they could pose a security or safety risk, or when they distract from work tasks:

- Never use a mobile phone while driving.
- Never use a mobile phone while operating equipment.
- Do not use mobile phones for surfing the internet, social media activity or gaming during work hours. Mobile phone use is permitted during employees allocated lunch breaks, in this instance usage is limited to outside of the office environment.
- Mobile phones should be set to silent/vibrate in the work environment.
- In the event of an emergency that cannot wait the use of mobile phones is permitted.
- If it is necessary to make or answer a call then it should be done so in a private area.
- If it is necessary to speak on the phone in the presence of others then do so in low tones.
- Don’t interrupt colleagues by answering your mobile phone.
- Do not use mobile phones during meetings or training session.
- Do not use mobile phones to record confidential information.
- The use of mobile phones to stream music via an individual’s own headphones is permitted as long as this does not impact on work tasks.

The LHC recognises that mobile phones can be great tools for our employees and we encourage employees to use mobile phones when:

- For making or receiving work calls in the appropriate place and situation to do so.
- For other work-related communication, such as text messaging or emailing in appropriate places and situations.
- To schedule and keep track of appointments.
- To carry out work-related research.
- To keep track of work tasks.
- To keep track of work contacts.

Disciplinary Action:

Improper use of mobile phones may result in disciplinary action. Continued use of mobile phones at inappropriate times or in ways that distract from work may lead to having mobile phone privileges revoked.

Mobil phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the company confidentiality policy may result in employee termination.

For further information relating to the content of this policy please contact your line manager.

Equality Impact Assessment

Identify potential impact on each of the diversity “groups”

Strand	No impact	Negative impact	Positive impact	Comments/evidence
Race	<input type="checkbox"/>			This Policy is applicable to all Strands.
Disability	<input type="checkbox"/>			
Gender	<input type="checkbox"/>			
Gender Reassignment	<input type="checkbox"/>			
Sexual orientation	<input type="checkbox"/>			
Religion or belief	<input type="checkbox"/>			
Age	<input type="checkbox"/>			
Rural issues	<input type="checkbox"/>			
Social Inclusion issues	<input type="checkbox"/>			
Pregnancy and maternity	<input type="checkbox"/>			
Marriage and civil partnership	<input type="checkbox"/>			

Does the Policy promote equality of opportunity?

The Policy promotes equality of opportunity with the broad spectrum of opportunities within ‘staircasing’ to both influence service delivery with adjustments to service for example. It also provides a service which can respond to individual customer’s needs.

If “adverse impact” identified in the table above, please state how this policy addresses this.

No negative or adverse impacts have been identified

A full EIA is not required for this policy.

GDPR statement

The General Data Protection Regulations (GDPR) is a legal framework that sets guidelines for the collection and processing of personal information of individuals within the EU. GDPR came into effect across the EU on 25 May 2018 and will be replaced in the UK in the future by a new UK Data Protection Act.

The purpose of GDPR is to provide a set of standardised data protection laws across all the member countries. The principles are similar to those of the Data Protection Act 1998, with added detail at certain points promoting accountability and transparency.

Right to be Informed

A copy of the Local Housing Companies Privacy Notice May 2018 is available for you to view <https://wokinghamhousing.co.uk/wp-content/uploads/2018/05/Local-Housing-Companies-Privacy-Notice-May-2018.pdf>. This statement sets out how we collect, use your personal information and how long we keep it for.

Subject Access

You are able to find out what information we hold about you, and to verify how it's being used. We are able to refuse requests when they are manifestly unfounded or excessive, in particular because they are repetitive. We can also charge a reasonable fee in these circumstances; otherwise, there is no fee involved.

You can email: info@wokinghamhousing.co.uk with your requests for personal information.

What if information about me is inaccurate?

If you are aware of any information that we hold about you is inaccurate or incomplete, please notify us of this and provide what needs rectifying and any evidence that supports the changes needed.

What if I want information to be deleted or restricted?

You have the right to have personal information erased in certain circumstances. You may know of this as the 'right to be forgotten' or 'right to erasure'. If information cannot be deleted, then we may restrict the processing of the information instead.

How long do you have to comply with my request?

We have 1 month from the date of receipt to issue a response, and either release the information to you, make the changes required, or inform you as to why we are unable to comply. In complex cases we can extend this by 2 months but we will inform you within the 1 month period. Until further guidance is published, we consider 1 month to equate to 30 days.

More information

To find out more about data protection see the Information Commissioner's Office website http://www.ico.org.uk/for_the_public

DOCUMENT CONTROL

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March 2019	March 2019	March 2022	