

24 November 2019

### **Freedom of Information (FOI) Request on Bring Your Own Device- BYOD**

Thank you for your enquiry, received on 29 November 2019.

#### **Your request:**

1. Does Committee on Climate Change allow staff to use their own devices to access work email? Please answer Yes or No.
2. Does Committee on Climate Change allow staff to use their own devices for any other work-related activities? Please answer Yes or No.
3. If you answered yes to question 2 please provide a list of the types of systems that staff can access from personally owned devices?
4. Does Committee on Climate Change have a policy that covers BYOD or the use of personal devices at work? Please answer Yes or No.
5. If you answered yes to question 4 please could you provide a copy of your policy that covers BYOD or personal device usage at work?

#### **Our response:**

Committee on Climate Change

Security - Removable Media Guidance

Staff (and contractors who use CCC IT systems) should be aware of and follow the CCC policies and guidance on the use of removable media which includes: laptops, portable/external hard drives, optical media (CD, DVD, etc.), USB Memory sticks, media cards, PDA, Smartphones (i.e. Blackberries, iPhone), digital cameras, etc.

Key points

You should minimise the use of removable media for example by sending information between GSi email addresses (which is able to carry material up to OFFICIAL SENSITIVE).

You should only use removable media where there is a good business reason to do so.

When it is used it MUST comply with the following:

The device/media MUST be owned or issued on behalf of the Committee and only be used for CCC business purposes on/in official equipment. Use of personal devices/media to hold or carry CCC information or connect to the CCC systems is not permitted under any circumstances.

The device/media MUST be encrypted to the appropriate level for the information that is stored on the device/media (the Business Manager can provide advice if any user is unsure of the appropriate level)

All devices/media MUST be stored securely and locked away when not in use in line with its Protective Marking.

All losses of Removable Media MUST be reported to the Head of Corporate Services.

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w [theccc.org.uk](http://theccc.org.uk)

If the device/media is no longer required for its business purpose it must be sanitised or disposed of in line with the requirements of the information that has been stored on it. The Business Manager can provide advice on sanitisation/disposal.



Kind regards,

**Climate Change Committee**