



**Hampshire
& Isle of Wight**
FIRE & RESCUE SERVICE

Information Compliance Team
Headquarters
Leigh Road
Eastleigh
Hampshire
SO50 9SJ

Sent by email to:

[REDACTED]

t. 02380 626850
e. DP@hantsfire.gov.uk
w. hantsfire.gov.uk

Date: 15 June 2023

Our Reference: FOI 041 23-24

Enquiries to: Information Compliance Officer

Freedom of Information Act 2000

Dear [REDACTED]

We are writing in respect of your application for the release of information held by the Service, which we received on 13 June 2023. We can confirm that we have now completed our search for the information requested.

You asked:

*Do you have a policy regarding personal use on work laptops/phones. (Zoom calls etc)
Can you send me a copy of this policy.*

Our answer:

We can confirm that we hold the information requested.

Please find below a copy of our policy regarding the personal use of Mobile Phones.

“Personal Use of a Mobile Device

The Service recognises that some employees may choose to use a Service Mobile Device for their personal use. It is the employee’s responsibility to ensure that declaration of and payment for personal calls or changeable activities are made, the Service recommends this should be done on a quarterly basis.

Employees are forbidden from copying sensitive data from emails, calendars, databases and applications or other approved applications on the device on to an unregistered personally owned device.

The Service provides a facility to tag personal numbers to assist subsequent call charge reconciliation.”

The following is our policy on the personal use of laptops, which also covers internet access and email.

“Personal use of equipment, Internet access and email

Users may use provided computer equipment as well as Internet access and email facilities for occasional personal purposes at the discretion of their manager, or for access to approved corporate benefits, if this never:

- Takes place at the expense of contractual hours*
- Interferes with work*
- Relates to a personal business interest*
- Involves the use of news groups, chat lines or similar services*
- No data is to be stored outside the designated approved data centres and cloud storage environments*
- Sensitive/personal data should be used and stored in line with GDPR, and the classification given to the data*

Users are encouraged to identify all personal emails to your service account by typing ‘personal/private’ in the email subject line – contacts who may send personal emails to user accounts should be encouraged to mark their emails in the same way.”

Any future correspondence with Hampshire and Isle of Wight Fire and Rescue Service in relation to this matter should be sent to the Information Compliance Officer at the above address.

If for whatever reason you are unhappy with our response you may request an internal review by contacting DP@hantsfire.gov.uk or by writing to the Data Protection Officer at the above address.

Should you remain dissatisfied you can appeal against the internal review decision by contacting the Information Commissioners Office. This can be done online at www.ico.org.uk/foicomplaints or by post to The Information Commissioner, Wycliffe House, Water Lane, Wilmslow SK9 5AF.

Yours sincerely

Information Compliance Officer
Hampshire and Isle of Wight Fire and Rescue Service