

THE CORPORATION OF THE
CITY OF WHITE ROCK
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: CITY CELL PHONE USAGE

POLICY NUMBER: ADMIN - 214

<i>Date of Council Adoption:</i> September 29, 2014	<i>Date of Last Amendment:</i> November 4, 2019
<i>Council Resolution Number:</i> 2014-295, 2015-309; 2019-498	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> October 21, 2019

Policy

- 1) When members of Council or City staff are away from the office or the community and they expect to be conducting city business during this time the following must be considered and completed when there is possibility that additional charges for long distance and / or data roaming may be applied to billing:
 - a) In the Circumstance members of Council or City staff are leaving the country, unless there has been unforeseen circumstances Information Technology (IT) staff must be notified at least four (4) business days ahead of time so arrangements can be made to ensure the best possible rates can be applied. **When taking short trips to the USA the roaming rates agreed in the contract will be applied automatically and no additional roaming or long-distance plan is required.*
 - b) Staff and members of Council will receive electronic copies of statements so they are aware of charges paid on their behalf for cell phone plans and additional usage charges.
 - c) Upon receipt of these statements it is the responsibility of staff and / or members of Council to notify IT staff if they disagree with a charge.
 - d) Personal charges noted on the statement must be paid byd members of Council and or staff directly to Finance.
 - e) When leaving the country, you will be incurring both data roaming and long distance (voice) charges. Members of Council are equipped with cellular network capable iPads and do not require tethering to an iPhone. To avoid roaming charges, the Data Roaming feature (found under Settings) should be turned OFF before leaving the country. Using your City issued phone or tablet as a GPS or to stream videos and music (Netflix, Facebook, YouTube, Spotify) while outside of Canada will incur significant roaming charges.
 - f) Whenever it is possible staff and members of Council should try to connect City issued devices to existing WiFi networks in order to minimize the impact on data usage and

roaming

- g) In the circumstance the equipment has been lost or stolen, IT staff must be informed immediately.
- h) Staff are responsible for taking the necessary steps to protect the equipment by procuring and using adequate protective gear.
- i) Staff will take the appropriate steps to ensure the protection from disclosure of confidential data / information on these devices by using passwords and other protective measures.
- j) Staff is responsible for keeping these devices up to date by applying all the software updates issued by Apple.
- k) Inappropriate usage of these devices may result in disciplinary action up to and including dismissal, as set out in the City's Code of Conduct.

Freedom of Information and Protection of Privacy Legislation (FOIPPA) Considerations:

Upon request cell phone charges paid by the City will be released in accordance with the FOIPPA.

Using a personal cell phone or other technological device (example iPad) for City business does not exclude information held within the technological device from being submitted upon request in accordance with FOIPPA.

Users should be aware that information transmitted or received using a City mobile handheld device or personal computer can be considered a City record and may be subject to requests for information under the FOIPPA.

Rationale

This policy clarifies payment for usage of cell phones by members of Council and staff that have either been issued by the City or personal devices that are being used for City business where payment is being made by the City.

It also notes important considerations in regard to the *Freedom of Information and Protection of Privacy Act*.