



Assurance Group  
London Borough of Barnet,  
2 Bristol Avenue, Colindale,  
London NW9 4EW  
29 November 2019  
Our ref: 5822932

Thank you for your request received on 25 November 2019, for the following information:

**I am writing to you under the Freedom of Information Act 2000 to request the following information from London Borough of Barnet:**

- 1. Does London Borough of Barnet allow staff to use their own devices to access work email? Please answer Yes or No.**
- 2. Does London Borough of Barnet 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 London Borough of Barnet 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?**

We have processed this request under the Freedom of Information Act 2000.

## **Response**

The council holds the information requested and it is attached/ the answers to your questions are below

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- 2. Does London Borough of Barnet 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?***

The council does not permit employees to use their own devices to conduct council business.

- 4. Does London Borough of Barnet 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?***

Below is the guidance relating to this:

No council data should be copied to removable media without explicit authorisation from a manager or IT.

2.13 No peripheral devices of any kind (cameras, PDAs, mobile phones, USB drives etc) may be installed or configured on, or connected to any council computer unless authorised and installed by the council's IT team . If you have a requirement to use the CD drive or USB ports on any equipment for business purposes, you must raise a policy exception request by contacting the IT service desk.

### **Use of personal equipment or email accounts**

2.15 On a day to day basis the use of personally owned equipment or personal email accounts for council business is forbidden.

If working remotely is required on either a regular or ad hoc basis this should only be conducted on council or authorised third party equipment.

2.16 However, during business continuity incidents such as building failures or extreme weather it is accepted that some council business could be conducted on personal equipment when agreed by your line manager. Personal information must only be dealt with when absolutely necessary in these circumstances and not for the sake of convenience. Special category data (as defined by data protection legislation, such as medical or equalities information) should never be sent to or processed using non-council provided equipment.

### **Further information**

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

### **Advice and Assistance : Direct Marketing**

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link [www.ico.org.uk](http://www.ico.org.uk)

**For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.**

### **Your rights**

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information

Management Team at: [foi@barnet.gov.uk](mailto:foi@barnet.gov.uk). Or by post to Information Management Team (FOI) London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website [www.ico.org.uk](http://www.ico.org.uk)). There is no charge for making an appeal.