

Information Technology Policy

Title: Individual Smart Phone Policy	ITD Lead: Chief Information Security Officer
Created: 8/3/09	Last Updated: 8/3/09

Policy Statement of Purpose

(Brief description of what this Policy covers and who it impacts)

Smart phones (email-capable mobile phones) are increasingly used by staff. Smart phones that access City email and calendar information must meet the following policy criteria to ensure that city data is protected.

Policy Specifics

Phones must meet the following City standards:

- They must be configured with ActiveSync software, and
- They must operate on Windows Mobile 6.1 (or higher) or I-phone (3G)

Additionally, Phones must:

- Have a remote data-wipe capability in case device is lost
- Allow a local password or PIN to be set to protect City data residing on the device
- Allow enforcement of password/PIN compliance to limit work-arounds that compromise data protection

Important to Note:

- Incorrectly entering the PIN 5 consecutive times will result in the deletion of all data on the phone including personal and City e-mail and contacts, applications, and media files (pictures, music, videos).
- Employees using smart phones to access City Email and Calendar information are required to promptly report lost or stolen phones to ITD by calling 425-452-2886 as soon as the loss is noticed regardless of time, day or night
- Lost or stolen phones will be remotely wiped of data
- While personal phones meeting the above standards may be used to access City E-mail the City of Bellevue is not responsible for troubleshooting personally-owned devices or instructing staff on how to use them
- In accordance with the City's Technology Resource Usage Policy using a personal smart phone for City business may result personal records being subject to public disclosure and/or disclosure during litigation
- No critical data (SSNs, Credit Card Numbers, etc.) should be stored on smart phones

Definitions

- **PIN:** Personal Identification Number
- **SSN:** Social Security Number

Attachments

None