



Rural Municipality of Rosthern No. 403

Personal Cell Phone Policy

Policy Objective:

To ensure appropriate use of personal cell phones that may conduct RM Business.

Authority:

_____ *Council Meeting*

Policy:

Personal Cell Phone Use

The attached Personal Cell Phone Use form shall be reviewed and signed by all Council and Employees of the RM of Rosthern annually which reflects as training of this policy.

Every Employee and Council shall have access to this policy within the policy manual supplied, or at the office or shop for easy access.

The use of Personal Cell Phones for texting purposes is prohibited to be used to conduct RM matters, with the exception of the following situations:

1. Relaying messages by the office to the foreman or outside staff for public works matters to be completed.
2. Interactions between the office and foreman regarding invoicing, payroll submission to the office, or other administrative issues that may arise.
3. Interactions between Office, Foreman and Council that an important email has been circulated and require response, or attention is required at the office, or other administrative issues that may arise.

***All of such information that is sent shall be short, brief and as little personal information as possible. ***

Any personal information that may be shared internally as noted above shall be deleted at the end of the day so it is not stored on the mobile device. It is the Employee and Councillor's responsibility to address this on their own phones.

At no time will a member of Council or Staff of the Rural Municipality of Rosthern use their camera or microphone to record confidential information regarding RM business with the exception of pictures for public works files or emergency situations.

Should a matter arise where immediate attention is required for approval by Council or Administration verbal notice will be given to Administrator and an e mail will be circulated for approval, which in turn will be presented at the next Regular Council Meeting as an electronic approval to be recorded in the minutes. At no time should approvals be given via text.

In the event a personal mobile device has been lost, stolen or a known breach has occurred that has conducted RM Business and may have the possibility of personal information shall be reported to the Administrator immediately should the Administrator be away it will be reported to the Assistant Administrator. At such time the following procedure shall take place:

1. Report what personal information has been on the mobile device.
2. Notice to the recipient of the personal information of the breach. With appropriate apology and notice that the RM will ensure it has and will do all it can to prevent the personal information being shared.

The following page is confirmation of review and will be placed in the Employee / Council personnel file.

RURAL MUNICIPALITY OF ROSTHERN NO. 403

PERSONAL CELL PHONE POLICY

ACKNOWLEDGMENT AND DECLARATION FORM

I, _____, an Employee or Council of The Rural Municipality of Rosthern No. 403 acknowledge that I have been provided with a copy of the Rural Municipality of Rosthern No. 403 Personal Cell Phone Policy and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face disciplinary action up to and including termination of employment.

Printed Name of Employee / Councillor

Employee / Councillor Signature