



 <p>GIG CYMRU NHS WALES</p> <p>Iechyd Cyhoeddus Cymru Public Health Wales</p>	<p>Name of Meeting Quality, Safety and Improvement Committee</p> <p>Date of Meeting 29th September 2025</p> <p>Agenda item: 3.2</p>
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Policy / Procedure Approval Report

Section 1 - Policy / Procedure Information

Policy / Procedure Title	Public Health Wales Mobile Devices Policy
Policy Lead	Zara Walker
Lead Executive	Angela Williams
PHW / All Wales?	PHW
Date of last Review	2009 (Velindre NHS Trust Policy)
Is the current policy / procedure within review date?	No (Review Date March 2012)
Approving Body /Group	Quality, Safety and Improvement Committee
Version Number	2

Section 2: Recommendation

That Quality, Safety and Improvement Committee:

- Considers the information contained within the Policy and Equalities Impact Assessment (Appendix 1a)
- **Note** that the Leadership Team considered and endorsed the policy at its meeting on 18th September.
- **Approve** the Mobile Phone Policy as amended (Appendix 1),



Section 3 – Details of the Review:

Background:

Reason for review

New policy developed to replace Black 123, Velindre NHS Trust Staff Mobile Phone Policy

Description/Assessment

The policy will ensure that the use of Public Health Wales mobile devices are used securely, efficiently and responsibly to protect organisations assets, sensitive information and the privacy of employees. This policy outlines the standards and expectations for the use, management, and safeguarding of all devices issued by or used for business purposes.

All employees and authorised users are required to adhere to this policy to maintain the integrity, confidentiality, and availability of corporate resources. Public Health Wales will provide the necessary support, training, and resources to enable compliance with this policy and will regularly review and update it to reflect evolving security risks and business needs.

By using a Public Health Wales device, users acknowledge their responsibility to comply with this policy and contribute to a secure and productive working environment.

Consultation

Has this Policy / Procedure been through the appropriate 28 day consultation process?

Yes

Date range of consultation:

07 July 2025 – 05 August 2025

Please provide details of any feedback received and outline what changes if any were made to the document as a result:

Comments were received from IT and Information Governance staff. All feedback was reviewed, and the document was subsequently updated to reflect all of the input provided.

(Add detail)

IT comments received:
Additions to policy:

- Corporately owned smartphones must be managed via "Intune" or "Apple business" (mobile device management).



	<ul style="list-style-type: none"> • Hardware that has reached end of life must be returned for decommissioning. (EoL - no further security or operating systems updates) • Any operating system or security update must be applied to devices as soon as reasonably possible to maintain compliance, any non-compliant devices may be disabled. • No Additional applications are to be installed to the mobile devices outside of business requirements, any new applications must be authorised by IT. • No sensitive information should be stored on mobile devices. • Corporately owned and managed devices are monitored for security purposes. <p>Possible updates/ changes:</p> <ul style="list-style-type: none"> • Security Requirements - The current advise for mobile device inactivity lock period is 5 minutes, consider reducing this to 2- or 1-minute lock period • Data Usage and Connectivity - It may be worth while expanding on the advice of connecting to "trusted" networks - how would a user know if the network is trusted or not? I'd maybe advise only connect to known, trusted networks (such as home). <p>Information Governance comment received: ‘The document in Para 8 under Prohibited Use says ‘The use of mobile phones, or other hand-held devices is not permitted whilst driving and all users are advised that for safety reasons hands free use is not endorsed by the Trust.’</p> <p>This is sending out mixed messages particularly in light of the Safe Driving at Work Procedure which states ‘Although hands free can be used when driving it is important to consider if the road conditions are such that it is safe to do so.’</p>
Had this policy / procedure been considered by any other groups?	Leadership Team considered the policy at its meeting on 18 th September 2025.
If so, please provide detail of any comments / feedback or	N/A



amendments made to the documents as a result of this

Section 4: Impact Assessments

Equality and Health Impact Assessment

An Equality and Health Impact Assessment has been completed and found there to be no negative impact.

Welsh Language Impact

The Policy / Procedure will be translated to Welsh and available on the internet bilingually.

Risk and Assurance

N/A

Health and Social Care (Quality and Engagement) (Wales) Act

N/A

Financial implications

N/A

People implications

N/A

Socio Economic Duty

N/A

Section 5 - Implementation

Implementation plan (with timescales)

Next steps	Timescale	Responsible officer(s)
Operations and Finance Executive sign off	TBC	Angela Williams
Leadership Team endorsement	Sept 2025	BBU
Quality, Safety and Improvement Committee approval	Sept 2025	BBU

Section 6 – Dissemination

The primary source for dissemination of the Mobile Phone Policy within the organisation, wider community and our partners will be via the internet site.