

31 May 2024

Staff Mobile Phone and Laptops

- 1. Is there a policy on the return of mobile phone and laptops from staff who have retired, died in service or otherwise left the Trust?**

The Trusts ICT Security Policy provides the overarching framework for security of all Information and Communication Technologies (ICT) in use throughout the Trust, including responsibilities for assets.

Section 5.4.7 specifically outlines the principles governing ownership of equipment and expectation of return to the Trust when employment or contract ceases.

5.4.7 ICT Equipment

BHSCT provides ICT equipment for business purposes.

All ICT equipment, and the data contained therein, remains the property of BHSCT.

All ICT equipment must be used in accordance with the stated policies, associated standards, codes of conduct, appropriate legislation, and returned to BHSCT when employment or contract ceases.

- 2. What process or protocol is in place to retrieve mobile phones and laptops if they are not returned automatically or via the policy, if such exists?**

Trust Managers are responsible for management of leaver processes including return/retrieval of all Trust equipment or assets, including digital equipment.

A Leaver's Checklist is available on the Intranet as a guide for managers and staff and includes a specific "Equipment" section.

Trust Managers can also seek the support or guidance of HR colleagues on a case by case basis as required.

- 3. What are the approximate numbers of mobile phones and laptops lost to the Trust annually through not being returned or retrieved in a timely manner?**

31 May 2024

Digital Services hold records of mobiles or laptops reported lost or stolen, but do not hold information about whether these losses were as a result of not being returned/retrieved in a timely manner from staff leavers.

During 23/24 the number of incidents reported to Digital Services as lost/stolen devices:

- 50 x Trust mobile phones
- 1 x Trust laptop