\*\* FREE PREVIEW VERSION \*\*

[organization logo]

[organization name]

**MOBILE DEVICE AND TELEWORKING POLICY**

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# Purpose, scope and users

The purpose of this document is to prevent unauthorized access to mobile devices both within and outside of the organization's premises.

Users of this document are all employees of [organization name].

# Reference documents

* ISO/IEC 27001 standard
* IT Security Policy
* [Information Classification Policy]

# Mobile computing

## Introduction

Mobile computing equipment includes all kinds of portable computers, mobile phones, smart phones, memory cards and other mobile equipment used for storage, processing and transferring of data.

The abovementioned equipment may be taken off-premises only after obtaining authorization in accordance with the IT Security Policy.

## Basic rules

Special care should be taken when mobile computing equipment is placed in vehicles (including cars), public spaces, hotel rooms, meeting places, conference centres, and other unprotected areas outside the organization's premises.

The person taking mobile computing equipment off-premises must follow these rules:

* mobile computing equipment carrying important, sensitive or critical information must not be left unattended and, if possible, should be physically locked away, or special locks should be used to secure the equipment

\*\* END OF FREE PREVIEW \*\*

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