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[Organization logo]

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**MOBILE DEVICE, TELEWORKING, AND WORK FROM HOME 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.

This document is applied to the entire Information Security Management System (ISMS) scope, i.e. to all persons, data and equipment in the ISMS scope.

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

# Reference documents

* ISO/IEC 27001 standard, clauses A.6.7, A.7.9, and A.8.1
* EU GDPR Article 32
* Information Security Policy
* [Information Classification Policy]
* [IT Security 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, no matter where such equipment is used.

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 centers, and other unprotected areas outside the organization's premises.

The person taking mobile computing …

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