



**MANAGEMENT, ISSUE AND USE OF UHB MOBILE PHONES POLICY**

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<b>Documents to read alongside this Policy</b>	Lone Worker Policy IT Security Policy – DPA Counter Fraud Policy Disciplinary Policy Health and Safety Policy Safe and Appropriate Use of Mobile Phones and Mobile Technology Policy (Under development)
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**Disclaimer**

**When using this document please ensure that the version you are using is the most up to date either by checking on the UHB database for any new versions. If the review date has passed please contact the author.**

**OUT OF DATE POLICY DOCUMENTS MUST NOT BE RELIED ON**

Version Number	Date of Review Approved	Date Published	Summary of Amendments
1	30/10/2012	08/11/2012	This policy updates and supersedes policies of the pre-decessor organisations.

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## **1. INTRODUCTION**

Mobile devices are essential pieces of equipment for a number of staff, especially those working in the community in order for them to carry out their duties effectively, efficiently and safely. This policy sets out the framework for the management, issue and use of mobile devices provided by the Cardiff and Vale University Local Health Board (the UHB) to ensure that they are properly contracted, managed and used correctly.

This Policy is required to ensure standardisation and clarity on the process for obtaining a UHB issued mobile phone. It will also ensure there are consistent processes in place for monitoring devices which will thereby reduce any potential for misuse or fraud either intentional or unintentionally occurring.

## **2. POLICY STATEMENT**

This policy covers UHB owned or leased mobile devices and includes mobile phones, Smartphones (including Blackberries) and, where applicable, 3G cards.

The policy provides staff with guidance on the use of UHB mobile devices including advice and information on the usage of UHB devices for personal calls and text messaging.

This document should be read alongside the Safe and Appropriate Use of Mobile Phones and Mobile Technology Policy (currently under development). This Policy deals in greater detail with the safe use of mobile phones and mobile technology by patients, visitors and employees.

When using mobile devices provided by the UHB, employees must always consider issues of cost effectiveness and efficiency. Calls should therefore be specific and succinct in order to accomplish the purpose for which they were made.

## **3. SCOPE**

This policy applies to all employees of the UHB who have a UHB issued mobile phone. The requirements of this policy apply 24 hours a day, seven days a week.

This policy only covers employees. The UHB will not provide or pay for any type of mobile device or mobile calls for volunteers, contractors, agency or locum staff unless requirements of the Lone Worker Policy overrule and dictate that a device is needed. Any mobile phones provided by other organisations, such as Cardiff University, will fall within the remit of the relevant responsible organisations policies.

## **4 AIM**

The aim of this policy is to provide a framework setting out the UHB commitment to the provision of mobile devices as an aid to safe, efficient and effective working practices. The policy also reinforces the UHB requirement that all staff must adhere to legislation relating to mobile device usage while driving.

## 5 OBJECTIVES

This policy sets out the criteria for issuing, returning and disposing of a UHB device. It also details the procedures for monitoring of mobile devices, personal usage, and the action that will be taken in any case of abuse of equipment or non-compliance with this policy,

The UHB will issue mobile devices to staff where it considers that they are required to assist them to carry out their duties. Procurement will be undertaken by the UHB to ensure that best use is made of public money at all times. This policy also aims to ensure that legal requirements in relation to mobile device usage, are adhered to by staff at all times.

## 6 GENERAL GUIDELINES FOR USE OF MOBILE DEVICES

- Mobile devices should only be used when absolutely necessary. Landline phones should be used wherever possible maximising use of the Welsh Health Telephone Network (WHTN) as appropriate. A full list of WHTN numbers can be found here. The only exception to this is in circumstances where it is cost neutral to call between mobile devices on the same network where the call may be free. This is dependent on the contract terms and conditions.

Note: Currently only calls **from** UHB Orange mobiles to other Orange mobiles are free. Incoming calls charges to UHB Orange mobiles may incur a charge for the call originator dependant upon their contract.

- Calls to directory enquiry companies must not be made unless absolutely necessary. Calls to International/Premium rate number services (09 and 08 numbers) are prohibited except under exceptional circumstances and when agreed in advance with the line manager.
- It is illegal to make and receive calls from a mobile phone whilst driving if the phone is held in the hand during any part of the operation.
- It is considered best practice **not to use** a hands-free mobile device whilst driving as this can impair concentration and control of the vehicle. Staff are strongly discouraged from using hands free devices.
- Users can be prosecuted for using hands-free devices if it is proven that this contributed to a lack of proper control.
- The UHB recommends as best practice for the safety of the individual and other road users, that mobile devices are switched off or placed on silent whilst driving. Voicemail or call divert should be utilised so that messages can be left.
- If calls or text messages are received, and there is no hands-free device fitted in the vehicle, staff **must not under any circumstances** pick up or answer the phone.

- It is recommended that in the event of receiving an incoming call or text message whilst driving, that it **should not** be accepted until the vehicle has been parked in a safe place and the engine turned off, even **where a hands-free device is fitted**. However, if it is absolutely necessary to respond to an incoming the employee must inform the caller that they are driving and end the conversation quickly.
- The use of hand held mobile devices when stopped in a traffic jam or at traffic lights is also prohibited. It should be noted there is a financial penalty for using a mobile device whilst driving and penalty points will also be added to a licence. The liability for meeting any fines rests with the employee.
- The legal requirements of the Data Protection Act must be considered at all times specifically in relation to issuing text messages and storing personal contact telephone numbers. Patients personal contact information must not be retained within the telephone directory.
- Staff must be aware of their surroundings when using mobile devices especially when discussing confidential information.
- Mobile phones should not be used to take photographic images unless circumstances dictate that such images may be useful for evidential purposes such as in the event of an accident scene or situation.
- Mobile devices must be switched to silent mode during meetings other than in exceptional circumstances where it may be necessary to take an urgent call. In these circumstances it is expected that colleagues will be alerted to the fact that this may be disruption at the beginning of the meeting.
- Mobile devices remain in the ownership of the UHB and will be restricted to business use only unless 'Personal Use' has been successfully applied for. Exceptions will be made in certain circumstances such as phoning a doctor for personal emergency appointments or members of family/partners due to unexpected occurrences such as late working etc.
- Where 'Personal Use' has been agreed it is on the understanding that all personal calls are identified, declared and paid for by the staff member.
- In the event of the individual leaving the organisation or changing roles the mobile device **must** be returned to the Departmental Manager.
- Mobile devices issued by the UHB must be returned to the Departmental Manager during extended periods of leave e.g. maternity leave.

### 6.1 Criteria for issuing mobile devices/Blackberries

The requirement for a mobile device will depend on the nature of the role. A mobile device will be issued subject to the meeting of set criteria. The mobile device will be allocated to the job role, as opposed to an individual member of staff.

The different roles that may be eligible to receive a UHB issued mobile phone can include the following.

- Senior management, managers and colleagues who need to be accessible to staff at all times.
- Staff who frequently work alone and meet the lone worker definition as included in Lone Worker Policy.
- Staff at high risk as identified by a risk assessment e.g. those working in isolated posts.
- Staff working in a community setting as defined within the Lone Worker Policy.
- Staff out of the office on business on a regular basis (half the week or more) or by the nature of their role must be contactable. The use of wide-area pagers should also be considered as an alternative for these staff.
- Staff who have on-call duties who may have access to a shared device.

Note: Line managers are responsible for determining those posts that require a device in accordance with UHB business need and appropriate use of public funds. The application form is attached at Appendix 1.

The UHB will generally only provide devices with basic functionality and upgrades will only be provided within the terms of the contract or in the event of the current device being broken beyond repair.

## **6.2 Monitoring of Bills**

All mobile device bills will be monitored on a monthly basis. Suspected abuse of a mobile device by staff may be considered a disciplinary offence and this may be investigated in line with the [UHB Disciplinary Policy](#).

Departmental mobile telephone bills will be provided on a monthly basis to the appropriate Finance Manager and all designated Departmental Managers/Line Managers. The bills will indicate the charges incurred by all mobile devices in a particular department (including text messages). This is in order for usage to be monitored to ensure mobile devices are being used appropriately.

The record of the numbers used and the duration of the calls will be monitored, not the actual telephone conversation.

## **6.3 Personal Use**

Should users wish to use a UHB mobile device for private calls they must undertake to pay the cost of private calls. An appropriate monthly payment to reflect estimated usage will be discussed and agreed between the line manager and the user (see Appendix 2) or the user will elect to pay for individual calls. The monthly contribution is not intended to subsidise the cost to the UHB of providing a mobile device for legitimate business use. However, there may be occasions when the employee contribution may be slightly greater than the actual cost of the calls made or text messages sent. This will be balanced against the convenience to the employee of not having to incur the cost of purchase of a personal handset and/or a monthly contract or the need to carry more than one phone. The employee has the option to revert to paying for individual calls and text messages where they feel that the monthly payment is not the most

viable for them. They should give one months notice of the intention to change payment methods.

It should be noted that there may be personal tax liabilities if the employee chooses to use their UHB mobile device for private use.

To apply for Personal Use the form shown in Appendix 2 should be completed and returned to the line manager who will forward the deduction form to payroll to action. The line manager and employee will agree the most appropriate tariff for the estimated usage based on historical information where this is available. The monthly deduction will be made directly from the employee's salary based on this agreement. Usage must continue to be monitored by the user to ensure it remains in line with the agreed contributions, audits and monitoring will also be undertaken routinely by line managers and Finance Department on an ad hoc basis to ensure compliance with the agreement.

Where the employee does not elect to pay for estimated personal use and then has to make necessary personal calls these must be identified and paid for by highlighting the relevant calls and ensuring payment is made on a three monthly basis.

### **6.3.1 Conditions of Personal Use**

Personal use will be subject to the following conditions.

- Staff will elect to pay via a fixed monthly tariff or payment for individual calls/text messages.
- Payments will be made salary/wage deductions where a monthly tariff has been agreed.
- Payment will be made retrospectively at, no greater than 3 monthly intervals, where calls or text messages are paid for on an individual basis.
- Where staff elect for a monthly tariff there will be no carry over of unused minutes/texts messages.
- No international, premium rate calls and premium text service.
- No e-mail or similar applications (excluding Blackberry devices).
- No unauthorised 'applications' to be installed on UHB Mobile phone devices.
- Private usage will be assessed against contribution on a regular basis.

Employees who do not qualify for a UHB mobile device, or those who wish to use their own personal mobile phone for UHB business may do so. This must be with prior agreement from their line manager if they intend to seek re-imburement for calls made. Where personal phones are used for UHB purposes the cost of calls can be reimbursed by submitting an itemised phone bill highlighting the calls being claimed along with a standard expense claim form. Claims must be authorised by the line manager. In the case of "pay as you go" phones being used or where a personal contract includes 'free' minutes, an estimate must be provided. In addition, text messages used for UHB business can also be reimbursed using the same process.

If reimbursement normally exceeds £10 per month, managers should consider providing the employee with a UHB mobile device.

#### **6.4 Agreement for Use**

All staff issued with a mobile device, either on an individual basis or as a shared device such as rotation staff, must sign an agreement confirming they have read this policy and will abide by the terms and conditions set out in Appendix 5. The signature must be included on the Mobile Device Request and Acceptance of Use Form (Appendix 1).

#### **6.5 Disposal of Mobile Devices**

The UHB has a recycling facility available for mobile devices. Old or broken devices must be returned to the Telecoms Management Centre, located in UG.34 'B' Block, UHW for recycling with a completed phone destruction form. It will be the responsibility of the User/Department to remove any information held on the mobile device including stored numbers, SMS messages, etc., prior to disposal (where possible). A Mobile Device Destruction Form is attached as Appendix 4

#### **6.6 Registration of Mobile Devices**

A record of all mobile devices will be retained by the Telecoms Management Centre. This record will detail the mobile device number; the name of the individual issued with the device (or if relevant details of the group sharing the device); the responsible line manager (including Cost Centre) and division worked.

A mobile device may not be transferred to another member of staff without formal notification to the Telecoms Management Centre. It is the responsibility of the relevant line manager to inform of any changes to the TMC.

#### **6.7 Termination of Employment**

It is the responsibility of the individual assigned a mobile device and the line manager to ensure that all mobile devices including the charger and any other accessories are returned when the member of staff ceases employment with the UHB. A Mobile Phone Return Form is attached as Appendix 3.

#### **6.8 Change of Job Role**

All mobile devices, including the charger and any other accessories, must be returned as soon as the employee is no longer employed in the role requiring the device. The exception to this would be in relation to rotational staff and role specific staff with all relevant information changes must be provided to the Telecoms Centre.

If another individual is subsequently appointed to fulfil a role eligible for the mobile device it can be re-assigned if required. If this change is agreed by the line manager the appropriate documentation must be completed and returned in line with this policy and the change notification issued to the Telecoms Management Centre.

### **7. ROLES AND RESPONSIBILITIES**

#### **7.1 Staff**

- Staff issued with a mobile device are reminded that these remain the property of Cardiff and Vale UHB and as such staff have a responsibility to look after them accordingly.

- Staff must take all reasonable measures to prevent loss of, damage to, or theft of, UHB devices ensuring they are retained in a safe and secure place at all times.
- Mobile devices should under no circumstances be left in a vehicle overnight or left in view in a car.
- During working hours staff must ensure all personal calls are kept to a minimum and calls are only made in accordance with this policy.
- Loss of any UHB mobile device **must be reported immediately**, by the member of staff who has lost the phone, both to the service provider, in order for the line to be disabled, to the appropriate Departmental Manager/Line Manager and the Telecoms Management Centre (TMC). The current provider (Orange/Everything Everywhere) can be reached via 0800 079 0090 and the TMC via 029 207(48888) at University Hospital Wales.
- An Incident Form should be completed in accordance with the Incident Reporting and Investigation Procedure.
- All mobile devices issued by the UHB must be protected by a personal identification number (PIN) that should be set up by the user on receipt of the phone.
- Staff should keep their mobile device with them during working hours when away from their work base. Where possible the device should be switched on to receive calls (see above guidance re safety when driving). Where this is not possible devices must be checked regularly for incoming messages.
- In the event of the individual leaving the organisation or changing roles they **must** return their mobile device to the Departmental Manager.
- Staff must ensure they do not misuse their mobile device.

**The definition of mobile device misuse for the purposes of this policy will include:-**

- Loaning the mobile device to family, friends and anyone else
- Inappropriate use of the mobile device for personal calls (other than in exceptional circumstances), e-mails, texts or personal web browsing.

**7.2 Managers**

- All Managers must ensure that only staff meeting the set criteria are issued with a mobile device.
- Managers must ensure that the correct documentation is completed when requesting and issuing a mobile device and also ensure that the device is returned in the event of the member of staff leaving or changing roles/functions.
- Managers must ensure that redundant mobile devices are returned to the TMC at Switchboard, UG.34 'B' Block, UHW.
- Managers must ensure that mobile devices are being used correctly in accordance with this policy and also ensure that invoices are monitored.
- Managers will check the monthly summary reports provided by the TMC for unanticipated levels of use (both high and low) and also for user information accuracy. They will report any inaccuracies to the TMC.

- Managers will agree a realistic monthly contribution where a member of staff has applied for 'Personal Use'. Call charges and historic call information can be obtained via the TMC.
- Managers are to review 'Personal Use' contributions on an annual basis with the mobile phone user.
- Managers must not expect or ask staff to make or receive calls on any mobile device while driving. Employers could be liable for prosecution if an investigation determined that such use of the phone contributed to an incident or accident. Claims in the civil courts could also result.

### **7.3 Telecoms Management Centre (TMC)**

- The TMC will maintain a Database of all UHB Mobile device users based on information supplied by Department/Divisional/ Directorate/ Managers.
- The TMC will produce automated monthly summary reports of mobile device usage which they will provide to Departmental /Divisional/Directorate Managers. All reports will be produced via the UHB Tiger call-logger.
- The TMC will produce annual audit reports for Departmental/Directorate/Divisional Managers to check for correct 'user' information.
- Departmental/Divisional/Directorate Managers must ensure the audit reports are updated and returned to the TMC
- Any required changes to an individual mobile line (e.g. activation of International roaming) must be requested via the TMC. All changes must be supported by a formal email request from the designated Manager.
- The TMC will offer first line technical support and/or advice to UHB mobile device users.
- The TMC is the designated interface for routine communication between the UHB and the mobile device provider(s).
- In circumstances where phones are reported lost or damaged the TMC will ensure replacement phones are provided with priority being given to staff working in a lone worker situation.

### **7.4 Responsibilities for payment**

All mobile devices issued are the financial responsibility of the requesting department for the full duration of the contract. If a mobile device is no longer required, the responsibility for all disconnection charges incurred will remain with the original requesting department. Financial responsibility can be transferred to another department where formal agreement is made to take over a mobile device for the remainder of the contract. In such circumstances the change **must be notified** to the TMC. Under no circumstances are active phones to be returned to the TMC for re-distribution.

### **7.5 Breaches of Policy**

Failure to comply with this policy or the misuse of any mobile device may result in action be taken in accordance with the [UHB Disciplinary Policy](#).

## **8. RESOURCES**

No additional resources are required to ensure the implementation of this policy.

## **9. TRAINING**

No training requirements have been identified to assist with the implementation of this policy.

## **10. IMPLEMENTATION**

This policy will be implemented with immediate effect. Staff will be required to sign confirmation the policy has been read and understood.

## **11. EQUALITY IMPACT ASSESSMENT**

Cardiff and Vale UHB is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff reflects their individual needs and does not discriminate against individuals or groups. We have undertaken an Equality Impact Assessment and received feedback on this policy and the way it operates. We wanted to know of any possible or actual impact that this policy may have on any groups in respect of gender (including maternity and pregnancy as well as marriage or civil partnership issues), race, disability, sexual orientation, Welsh language, religion or belief, transgender, age or other protected characteristics. The assessment found that there was no impact to the equality groups mentioned.

The UHB has made every effort to ensure this policy does not have the effect of discriminating directly or indirectly against employees, patients, contractors or visitors on grounds of race, colour, age, nationality, ethnic (or national) origin, sex, sexual orientation, marital status, religious belief or disability.

No potential discriminatory impacts have been identified.

## **12. AUDIT**

The implementation of this policy will be audited by the Departmental Manager with the support of the TMC. Findings will be reported to Divisional/Directorate Management Teams and the Workforce and Organisational Development Committee as appropriate.

## **13. DISTRIBUTION**

This Policy will be available via the UHB Intranet, Clinical Portal and Internet sites. Where staff do not have access to the intranet their line manager must ensure that they have access to a copy where appropriate.

All staff will be reminded of its contents and their responsibilities under the policy when they are issued with a new or replacement mobile phone.

**14. REVIEW**

This policy will be reviewed after three years or earlier in the event of any relevant change in legislation or guidance.



### Mobile Device Request and Acceptance of Use Form

**Please ensure all sections of this form are completed.  
Any incomplete forms will be returned.**

Name and job title	
Employee Number	
Alternative contact telephone number (in case of queries)	
Office/base address	
Reason for request* <b>*If you already have a work mobile phone and are requesting a replacement, please provide your current mobile phone number.</b>	
Delivery address (if different from above)	
Line Manager authorisation  <b>*I confirm that the above named person meets the criteria for a mobile device as set out in this policy.</b>	Print Name  Signature
Cost Centre	
<p><b>Please read and sign this section:</b> I declare that the information provided is correct to the best of my knowledge and I understand that false information given with regard to this Policy could be dealt with under the Disciplinary/Counter Fraud policy. To prevent and detect fraud I consent to the disclosure of relevant information from this form to and by the NHS Counter Fraud Service.</p> <p><b>I confirm I have read and agree to the conditions for use as detailed in Appendix 5 of the Management, Issue and Use of UHB Mobile Phones Policy</b></p> <p>Name:.....Signature:.....</p> <p>Date:.....</p>	

Please return this form to: Telephone Management Centre (TMC): UG.34, 'B' block, University Hospital of Wales



### Application for Private Use of a UHB Mobile Device

<b>Name</b>	
<b>Title</b>	
<b>Employee Number</b>	
<b>Contact number</b>	
<b>Department</b>	
<b>Mobile Number</b>	
<b>Cost code</b>	
<b>Authorising Line Manager</b>	
<b>Division</b>	
<b>Mobile handset</b>	

Monthly Tariff (if applicable)*	Please tick
Tier 1 = £2.00	
Tier 2 = £4.00	
Tier 3 = £6.00	
Tier 4 = £8.00	
Tier 5 = Individual charge agreed in increments of £2.00 where charges exceed £8.00 per month.	Please specify agreed cost:-
<b>Quarterly payment in accordance with cost of private calls made/texts sent.</b>	
Start Date* 01/...../20....	
* All Contributions to start from 1 <sup>st</sup> day of month	

I agree to comply at all times with the Cardiff and Vale UHB Management, Issue and Use of UHB Mobile Phone Policy and will at all times pay due care and attention to all legal and health and safety requirements.

I agree to have the agreed amount deducted from my salary/wage from the date indicated each month or the weekly equivalent and any other cost associated to my private use.\*\*

Or

I agree to pay for all private calls and texts sent from the UHB issued mobile phone that I have use of. I will pay charges retrospectively on at least a three monthly basis.\*\* (\*\*Delete as appropriate)

**Employee Signature** ..... **Date** ...../...../201....  
(see declaration below)

**Managers Signature** ..... **Date** ...../...../201....

Please send a copy of the completed form to the **Payroll Department:**  
Lansdowne Hospital, Sanatorium Road and **Telephone Management Centre (TMC):**  
UG.34, 'B' block, University Hospital of Wales



### Mobile Device Return Form

**IMPORTANT:** Before you return the phone, you must ensure that all voicemail, text or other messages are cleared and that all phone numbers in the SIM or phone directory have been deleted.

**Please ensure all sections of this form are completed. Any incomplete forms will be returned.**

Name and job title	
Employee Number	
Alternative contact number (in case of query)	
Office/base address	
Reason for return	
Line Manager authorisation	<b>Print name</b>  <b>Signature</b>
<p><b>Please read and sign this section:</b>  I declare that the information provided is correct to the best of my knowledge and I understand that false information given with regard to this Policy could be treated as misconduct or fraudulent and dealt with accordingly under the Disciplinary/Counter Fraud Policy. To prevent and detect fraud I consent to the disclosure of relevant information from this form to and by the NHS Counter Fraud Service. I have cleared the phone of all text, voicemail or other messages and deleted all phone numbers from the SIM card and the phone memory.</p>	
Name:.....Signature:.....Date	

Please return this completed form and the mobile phone to:  
Telephone Management Centre (TMC)  
c/o Switchboard  
UG.34 'B' Block  
University Hospital of Wales



## Mobile Device Destruction Form

**IMPORTANT:** Before you return the phone, you must ensure that all voicemail, text or other messages are cleared and that all phone numbers in the SIM or phone directory have been deleted.

**Please ensure all sections of this form are completed. Any incomplete forms will be returned.**

Name and job title	
Employee number	
Alternative contact number (in case of query)	
Office/base address	
Reason for destruction	
Line Manager authorisation	<p><b>Print name</b></p> <p><b>Signature</b></p>
<p><b>Please read and sign this section:</b>  I declare that the information provided is correct to the best of my knowledge and I understand that false information given with regard to this Policy could be treated as misconduct or fraudulent and dealt with accordingly under the Disciplinary/Counter Fraud Policy. To prevent and detect fraud I consent to the disclosure of relevant information from this form to and by the NHS Counter Fraud Service. I have cleared the phone of all text, voicemail or other messages and deleted all phone numbers from the SIM card and the phone memory.</p>	
Name:.....Signature:.....Date	

Please return this completed form and the mobile phone to:  
Telephone Management Centre (TMC)  
c/o Switchboard  
UG.34 'B' Block  
University Hospital of Wales



### Acceptance of Conditions for Use of UHB Mobile Devices

Upon being issued with a mobile device for business use I agree to the following:

The mobile phone is for my sole use as an employee of Cardiff and Vale UHB and it remains the property of the UHB at all times.

If I lose or damage more than one handset in any 12 month period the UHB reserves the right to charge me the full replacement costs of subsequent handsets and other replacement costs

I understand the list of services which are prohibited from the UHB mobile as detailed within the policy: GPRS, Premium rate numbers, International numbers, BT Special Services, Talking clock, Picture Messaging and any Premium rate text messaging services. **If such access is required as part of Organisation business, a request must be logged through the Telephone Management Centre providing details of the number and an explanation as to why calls to these numbers are required.**

- It is illegal to use a mobile phone in a vehicle whilst driving unless a 'hands-free' system is used.
- The mobile device has been issued to me as an employee of the UHB. Should I cease to be employed by the UHB then the mobile phone must be returned to the Line Manager/Budget holder immediately and the Telephone Management Centre informed.
- Any loss or theft will be immediately reported by me to the Telephone Management Centre. I understand I will be liable for all calls made until the loss or theft is reported.
- If I require personal use, an application must be submitted with a contribution requirement to the cost of the calls as per the policy.
- Deliberate misuse will be treated as a disciplinary offence and the UHB reserves the right to recover all associated costs, along with any administrative charges from the user. And possibly take disciplinary action.
- The UHB may withdraw the mobile device at any time, either on the instructions of the line manager or Telephone Management Centre.
- I agree to abide by the policy and the above conditions for the issue of the mobile device. Failure to abide with these conditions may result in the mobile phone being withdrawn.



## **SUPPORTING DOCUMENTATION AND SOURCE INFORMATION**

The Personal Safety Code of Conduct  
Waste Management Policy  
Statutory Instrument No 2695 - The Road Vehicles (Construction and Use)  
(Amendment) (No. 4) Regulations 2003  
Health and Safety at Work etc Act 1974  
Road Safety Act 2006  
Highway Code  
ROSPA – Driving for Work: Mobile Phones