I,  agree that, in respect to my use of corporate mobile phone and in addition to my current User Agreement, I will:

A 1 Ensure that the company’s specified anti-virus software is and remains installed and active on the above telephone, that the automatic update functions remain enabled, and that I will immediately report any malfunctions in this software by telephone to the IT Manager. I furthermore agree that, if there are any such malfunctions that, until they are rectified, I will not use the telephone in any public, unprotected environment.

A 2 I have read the manufacturer’s instructions regarding protection of the mobile phone and I will comply with them.

A 3 I will ensure that I back up (synchronise) the telephone numbers in the mobile phone to my workstation. I have been provided, in the annex to this agreement, with user instructions that enable me to do this.

A 4 I will carry with me at all times the battery charging kit for the mobile phone.

A 5 I will ensure that I take care, when using the mobile phone in public places, to avoid the risk of other people overhearing any conversation that might involve confidential/restricted information, to be aware of the possibility of someone scanning, eavesdropping or other monitoring, at either end of the telephone call.

A 7 I will ensure that my voicemail message is configured in line with the requirements of control section 13.2.1 of the [Manual](../Manual/001%20Information%20Security%20Manual.docx).

A 8 I recognise that I have been trained in all these aspects of keeping the company’s information secure while on the road.

Signed and agreed by staff member:

Date:

***Document Owner and Approval***

The Information Security Manager is the owner of this document and is responsible for ensuring that this user agreement template is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This user agreement template was approved by the Chief Information Security Officer (CISO (DIRECTOR)) on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

|  |  |  |  |
| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
|  |  |  |  |
|  |  |  |  |

**ANNEX TO THE USER AGREEMENT**

This annex contains details of notebook configurations, service connection and backup procedures that may change from time to time.