



## **Personal Communication Devices and Voicemail Policy**

*Created by or for the SANS Institute. Feel free to modify or use for your organization. If you have a policy to contribute, please send e-mail to [stephen@sans.edu](mailto:stephen@sans.edu)*

### **1.0 Purpose**

This document describes Information Security's requirements for Personal Communication Devices and Voicemail for <Company Name>.

### **2.0 Scope**

This policy applies to any use of Personal Communication Devices and <Company Name> Voicemail issued by <Company Name> or used for <Company Name> business.

### **3.0 Policy**

#### **3.1 Issuing Policy**

Personal Communication Devices (PCDs) will be issued only to <Company Name> personnel with duties that require them to be in immediate and frequent contact when they are away from their normal work locations. For the purpose of this policy, PCDs are defined to include handheld wireless devices, cellular telephones, laptop wireless cards and pagers. Effective distribution of the various technological devices must be limited to persons for whom the productivity gained is appropriate in relation to the costs incurred.

Handheld wireless devices may be issued, for operational efficiency, to <Company Name> personnel who need to conduct immediate, critical <Company> business. These individuals generally are at the executive and management level. In addition to verbal contact, it is necessary that they have the capability to review and have documented responses to critical issues.

#### **3.2 Bluetooth**

Hands-free enabling devices, such as the Bluetooth, may be issued to authorized <Company Name> personnel who have received approval. Care must be taken to avoid being recorded when peering Bluetooth adapters, Bluetooth 2.0 Class 1 devices have a range of 330 feet.

#### **3.3 Voicemail**

Voicemail boxes may be issued to <Company Name> personnel who require a method for others to leave messages when they are not available. Voicemail boxes must be protected by a PIN which must never be the same as the last four digits of the telephone number of the voicemail box.

#### **3.4 Loss and Theft**

Files containing confidential or sensitive data may not be stored in PCDs unless protected by approved encryption. Confidential or sensitive data shall never be stored on a personal PCD. Charges for repair due to misuse of equipment or misuse of services may be the responsibility of the employee, as determined on a case-by-case basis. The cost of any item beyond the standard authorized equipment is also the responsibility of the employee. Lost or stolen equipment must immediately be reported.

#### **3.5 Personal Use**

PCDs and voicemail are issued for <Company Name> business. Personal use should be limited to minimal and incidental use.

#### **3.6 PCD Safety**

Conducting telephone calls or utilizing PCDs while driving can be a safety hazard. Drivers should use PCDs while parked or out of the vehicle. If employees must use a PCD while driving, <Company Name> requires the use of hands-free enabling devices.

#### **4.0 Enforcement**

Any employee found to have violated this policy may be subject to disciplinary action that leads to being ineligible for continued use of PCDs. Extreme cases could lead to additional discipline, up to and including termination of employment.

#### **5.0 Definitions**

<b>Term</b>	<b>Definition</b>
Bluetooth	Bluetooth is an industrial specification for wireless personal area networks (PANs), also known as IEEE 802.15.1. Bluetooth provides a way to connect and exchange information between devices such as personal digital assistants (PDAs), and mobile phones via a secure, globally unlicensed short-range radio frequency. Source: Wikipedia
Confidential or sensitive data	All data that is not approved for public release shall be considered confidential or sensitive.

#### **6.0 Revision History**