 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-IT -002
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department INFORMATION TECHNOLOGY
		Page No.1 of 2
Policy Title: POLICY USE OF OWNED EQUIPMENT'S		
Prepared By: Michael Vallido OIC- IT Section	Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

Objectives:



This policy provides guidelines for the use of personally owned notebooks, smart phones, tablets and for hospital purposes.

Responsibilities:

It shall be the responsibility of the IT section to monitor and ensure that all employees follow the guidelines in the use of personally owned equipment's.

Procedures:

1. The following personally owned mobile devices are approved to be used for hospital purposes: notebooks, smart phones, tablets, iPhone, removable media.
2. Employees when using personal devices for hospital use will register the device with IT Unit.
3. Each employee who utilizes personal mobile devices agrees:
 - Not to download or transfer hospital or personal sensitive information to the device. Sensitive information includes intellectual property and other employee details.
 - Not to use the registered mobile device as the sole repository for hospital information. All hospital information stored on mobile devices should be backed up by the IT staff through its repository.
 - To make every reasonable effort to ensure that Ospar's information is not compromised through the use of mobile equipment in a public place. Screens displaying sensitive or critical information should not be seen by unauthorized persons and all registered devices should be password protected. Not to share the device with other individuals to protect the hospital data access through the device
 - To notify hospital immediately in the event of loss or theft of the registered device

 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-IT -002
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department INFORMATION TECHNOLOGY
Policy Title: POLICY USE OF OWNED EQUIPMENT'S		Page No.2 of2
Prepared By: Michael Vallido OIC- IT Section	Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

4. All employees who have a registered personal mobile device for hospital use acknowledge that the hospital:
 - Owns all intellectual property created on the device
 - Can access all data held on the device
 - Will regularly back-up data held on the device
 - Will delete all data held on the device in the event of loss or theft of the device
 - Will delete all data held on the device upon termination of the employee. The terminated employee can request personal data be reinstated from back up data.
5. Keeping mobile devices secure

The following must be observed when handling mobile computing devices (such as notebooks and iPads):

- Mobile computer devices must never be left unattended in a public place, or in an unlocked house, or in a motor vehicle, even if it is locked. Wherever possible they should be kept on the person or securely locked away.
- Cable locking devices should also be considered for use with laptop computers in public places like in a seminar or conference, even when the laptop is attended.