



Mobile Usage Policy

Document No – TT-ITP/20

Document Release Note

Document Version	1.0	Release Date	
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Document Revision History

Version	Date	Change Description	Modified By	Reviewed By	Approved By
1.0					

1. Purpose

This policy defines the methodology for Mobile usage.

Note: Considering the practical constraints and personal mobile computing needs, the usage of consumer devices such as camera enabled mobile phones are restricted for photography/videography use in identified areas within the premises and not banned from normal telephonic conversation usage.

2. Scope

This policy is applicable to all department of Kwik Team

3. Policy

Do's and Don'ts		Responsibility
✓	Mobiles to be kept in vibration mode during office premises to the extent possible.	Users
✓	Any person wanting to talk on mobile phone should first move outside of the secured area and continue his/her conversations outside the prohibited areas.	Users
✓	When talking on mobiles, the confidential information should only be informed with care and discretion.	Users
✓	Do not use data transfer facilities between workstations and personal mobiles without permission.	Users
✓	Do not leave your mobile unattended who are having emails configured.	Users
✓	Use screen locks to avoid unauthorized access.	Users
✓	Mobile are strictly prohibited into Data process centres where critical data is being processed	Users/Facility Department.

4. Records

Incidents reports related to misuse of mobiles.

5. Effectiveness Measures

No. of deviations with respect to above policy for acceptable use of mobiles to be monitored quarterly.