**Aim:**

**We wish to ensure that we are able to comply with data protection legislation including GDPR in respect of our obligations to keep child data and information private, including photographic images.**

**Admin Mobile Phone**

**Authorised User:** Emma Robinson, Manager.

**Reason For Use:**

* To answer calls and/or messages from parents/carers and staff
* For general use in session time if absolutely necessary
* To assist with admin tasks needed to be completed at the settings

**Precautions:**

* The mobile phone is password protected and must be kept in a secure place when not in use.
* Children must not be given permission to use the phone at any time.
* Photos and videos will not be taken of children using this phone and instead will be taken on any of the two iPads
* Only the owner of this phone and staff (with permission from the authorised user) can use the phone, as it may contain private & confidential information related to the admin work that is carried out on this phone
* The voicemail message for the admin phone must advise the caller of the name, role and company of the user, and advise that they will receive a response within 24 hours.
* The authorised user must comply with the mobile phone policy with regard to company owned phones.
* The authorised user may give the phone number to people to call them on it, subject to this being in the normal course of business, and not for personal use.
* If the phone is either lost or stolen, this must be reported to the Director immediately to ensure it is cancelled immediately in order to protect information.
* The authorised user is responsible for ensuring the phone is stored securely and ensuring it’s safety.