



what information is salient and what is superfluous. Should a company take disciplinary action against an employee for something that they did outside of working hours or whilst they were on a break, for example, could have significant and adverse ramifications.

Equally relevant is the fact that employees have a right to privacy and that this right cannot be negated simply because they have used their device for



work purposes. In order to analyse a device that is owned by one of your employees, they will need to consent to this beforehand. It is therefore essential that, if an employee utilises their own device at work, that you obtain their written permission to review the device in order to determine how the employee has used it during working hours.

It is important that any policy also addresses the fact that sensitive data must not be stored on such devices or that any data that must be stored is afforded appropriate protection.

Without a well-thought-out policy concerning BYOD, you leave yourself open to exploitation. Construct one, however, and allowing employees to utilise their own devices at work can be highly advantageous.

You may not be familiar with the abbreviation, but you'll almost certainly be familiar with the act; BYOD stands for Bring your Own Device, something which, thanks to the proliferation of devices such as laptops, smartphones and tablets and the role that they now play in our everyday lives, is now commonplace in offices throughout the country.



Whilst there are clear benefits to staff using their own devices at work – decreased costs concerning equipment and lower training requirements due to familiarity, for example – there are also drawbacks, particularly if you do not have an effective and

actionable policy in place.

It is an unfortunate truth that, from time to time, it is necessary to monitor employees' actions whilst at work and, if an employee or employees utilise their own devices in order to fulfil their role/s, then such a task is certain to involve reviewing how this has been used during working hours. Without the right steps having been taken beforehand, this can be problematic for both practical and, most importantly, legal reasons.

Firstly, it must be noted that any machine that is owned by the employee and not the company can, and almost certainly will, be used for leisure. It is therefore essential that anyone that analyses the actions that an employee has taken on this device is able to identify



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