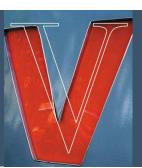
VENABLE ...



use of personal devices

VENABLE SNAPSHOT

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BYOD USAGE POLICY - CHECKLIST*

Preconditions for allowing employees to use a personal device for work

- 1. Enable security measures selected by the company.
- 2. Require an acknowledgement that all company policies apply. Also obtain acknowledgment that all contents of device may be subject to discovery by third parties. Explain need for "kill command" (and obtain advance consent and waiver, see items 8 & 9).
- 3. Amend your organization's electronic resources policy to address monitoring of personal devices.
- 4. Get consent to access the personal device for legitimate business purposes.
- 5. Prohibit use of personal accounts to conduct company business.
- 6. Prepare ahead of time for a potential security incident.
- 7. Limit the storage of sensitive information on personal devices.
- 8. Get consent before sending a kill command.
- 9. Get a release before sending a kill command.
- 10. Think about how your organization will retrieve business information when employment ends.

* This checklist is intended for use in conjunction with EEO and work safety policies, and after application of employee selection criteria (*e.g.*, exempt employees only) and deployment of mobile management technology.

Our combined experience—mastering the intricacies of compliance with a maze of federal laws, defending clients in regulatory actions and guiding the data and privacy aspects of corporate mergers and alliances—enables us to respond quickly when new issues arise in any client's business.