**POPI and BYOD recommendations**

As part of your overall POPI Act compliance risk assessment in order to comply with Condition 7 (Security Safeguards, Section 19) you need to identify the risks associated with using “BYOD” – Bring Your Own Device. Follow these recommendations as part of your overall risk management approach to reduce the risks associated with the use of BYOD devices.

# Ensure devices are secure

## Ensure devices are locked with a strong password;

## Use encryption to store data on the device securely;

## Maintain a clear separation between the employee’s private and work data, for example, by only using apps which you have approved for business use and use separate apps for personal use.

# Ensure data transfers are secure

## Transfers of personal data should be done via a secure channel;

## Be careful of untrusted connections, for example open Wi-Fi networks in coffee shops;

## Only use public cloud-based sharing and public backup services, which you have not fully assessed with extreme caution, if at all.

# Retain control

## Register devices with a remote locate and wipe facility in the event of a loss or theft;

## Make sure users know exactly which data might be automatically or remotely deleted and under which circumstances.

# Have an ‘end of contract’ policy

## Change the password and revoke all access to facilities such as the company email, intranet and social media

## Provide information on how users should delete the data on the device prior to disposal, resale or recycling.

# Have a clear Acceptable Use Policy

## Implement and maintain an Acceptable Use Policy to provide guidance and accountability of behaviour;

## Consider if this needs to link to your Social Media Policy if BYOD leads to an increased use of social media;

## Be clear about which types of personal data may be processed on personal devices and which may not;

## Include all relevant departments (including employees, IT & HR) and the end users in the development of an Acceptable Use Policy.

Source: Adapted from “http://ico.org.uk/news/latest\_news/2014/new-years-resolution-to-have-a-clear-personal-device-at-work-policy-08012014”