



<b>Title:</b>	<b>Mobile Computing and Remote Working Policy</b>
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<b>Classification:</b>	<b>Public</b>

## 1. Introduction

This Mobile Computing and Remote Working Policy is a sub-policy of the Information Security Policy and sets out the additional principles, expectations and requirements relating to the use of mobile computing devices and other computing devices which are used to access the Vivenza Foundation's information assets.

While recognising the benefits to the Vivenza Foundation of permitting the use of mobile devices and working away from the designated place of work, the Vivenza Foundation also needs to consider the information security challenges and risks which will necessarily result from adopting these permissive approaches. In particular, the Vivenza Foundation must ensure that any processing of personal data remains compliant with the principles of the UK Data Protection Regulation (see also Privacy Notice).

## 2. Definition

A mobile computing device is defined to be a portable computing or telecommunications device which can be used to store or process information. Examples include laptops, netbooks, smartphones, tablets, USB sticks, external or removable disc drives, flash/memory cards and wearable devices (such as Google Glass).

## 3. Scope

This policy applies to all Vivenza Foundation staff, Trustees and external advisors and covers all mobile computing devices whether personally owned, supplied by the Vivenza Foundation or provided by a third party. Personally owned, Vivenza Foundation owned or third party provided non-mobile computers (for example desktops) which are used outside of Vivenza Foundation designated place(s) of work are also within scope.

## 4. Personally owned devices

Whilst the Vivenza Foundation does not require its staff to use their own personal devices for work purposes, it is recognised that this is often practical and convenient and such use is permitted subject to the following requirements and guidelines. It also expects its Trustees and external advisors to use personal devices for Foundation business. Users must at all times give due consideration to the risks of using personal devices to access Vivenza Foundation information and in particular, information classified as confidential.

- The device must run a current version of its operating system. A current version is defined to be one for which security updates continue to be produced and made available to the device.
- Mobile devices must be encrypted.
- An appropriate passcode/password must be set for all accounts which give access to

the device.

- A password protected screen saver/screen lock must be configured.
- The device must be configured to “autolock” after a period of inactivity (no more than 10 minutes).
- Devices must remain up to date with security patches both for the device’s operating system and its applications.
- Devices which are at risk of malware infection must run anti-virus software.
- All devices must be disposed of securely.
- The loss or theft of a device must be reported to the Chief Executive.
- Any use of personal devices by others (family or friends) must be controlled in such a way as to ensure that these others do not have access to restricted Vivensa Foundation information assets.

In addition to the above requirements, the following recommendations will help further reduce risk:

- Consider configuring the device to “auto-wipe” to protect against brute force password attacks where this facility is available.
- Consider implementing remote lock/erase/locate features where these facilities are available.
- Do not undermine the security of the device (e.g. by “jail breaking” or “rooting” a smartphone).
- Do not leave mobile devices unattended where there is a significant risk of theft.
- Be aware of your surroundings and protect yourself against “shoulder surfing”.
- Minimise the amount of restricted data stored on the device and avoid storing any data classified as strictly confidential.
- Be mindful of the risks of using open (unsecured) wireless networks. Consider configuring your device not to connect automatically to unknown networks.
- If a personally owned device needs to be repaired, ensure that the company you use is subject to a contractual agreement which guarantees the secure handling of any data stored on the device.
- Reduce the risk of inadvertently breaching the Data Protection Act (and successor legislation) by ensuring that all data subject to the Act which is stored on the device is removed before taking the device to a country outside of the European Economic Area (or the few other countries deemed to have adequate levels of protection).

## 5. Vivensa Foundation owned devices

All staff have been provided with a laptop and docking station as their main office computer. A second back up laptop may also be provided. These laptops are stored at home for occasions where a staff member is required to work from home or another location. All devices are appropriately configured so as to ensure that they are as effectively managed as devices which remain within the office environment.

In the event that the office is not accessible the laptops enable the staff to continue to work from home or another location. To support this staff have access to Zoom and Teams, two factor authentication has been enabled to provide additional security when connecting to Microsoft 365 from outside of the office, and staff are enrolled in a rolling 12-month programme of cyber security training.

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### THE VIVENSA FOUNDATION

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In addition, the following are required:

- Non-staff of the Vivensa Foundation (including family and friends) must not make any use of the supplied devices.
- No unauthorised changes may be made to the supplied devices.
- All devices supplied must be returned to the Vivensa Foundation when they are no longer required or prior to the recipient leaving the Vivensa Foundation, irrespective of how they were purchased (for example, grant funding).
- Staff should also follow the additional recommendations listed above for personally owned devices.

## **6. Third party devices**

In general, members should not use third party devices to access restricted Vivensa Foundation information assets. This includes devices in public libraries, hotels and cyber cafes.

## **7. Reporting losses**

The Vivensa Foundation staff have a duty to report the loss, suspected loss, unauthorised disclosure or suspected unauthorised disclosure of any Vivensa Foundation information asset to the Chief Executive.

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