Cyber Security Directive: IT 14.05	Published: 12/2020
Chapter: Mobile Device Management	Last Review: 01/2022
Subject: User Agreements for BYOD Participation	

1 DIRECTIVE

1.01 All users enrolled in the company's BYOD program must sign an agreement that the company has the authority to:

a. restrict which personal applications may be installed on the user's BYOD device.
b. restrict the copying of corporate data residing on the device to an external device or backup service.
c. inspect their BYOD device on demand to review personally-owned applications installed on the device.
d. wipe the device remotely* if it is lost or stolen, or the user leaves the organization.

*Note: this includes personal data such as email, contacts, calendar appointments, personal pictures, music, games, network connections, etc.

2 PURPOSE

2.01 The purpose of this Directive is to ensure that corporate data and enterprise networks are protected against:

a. known rogue applications inadvertently installed on a BYOD device by an unsuspecting employee.
b. exposure on an unprotected storage device or an external storage provider.
c. access by an unauthorized user of an approved BYOD device that has been misplaced or lost.

3 SCOPE

3.01 This Directive applies to all users, permanent, temporary or contract, when they are authorized to access company IT systems using their own computing devices.

4 RESPONSIBILITY

4.01 All prospective BYOD users are responsible to sign an agreement that their approved devices are subject to controls identified by the company and to inspection on demand.

4.02 There is currently no compensation by GNB for BYOD users.

5 DEFINITIONS

5.01 Mobile Device – any externally connected device that handles GNB data.

5.02 "BYOD" – Bring-your-own-device refers to the use of mobile devices owned by

entities other than GNB.

6 RELATED DIRECTIVES

OCIO IT 9.02 – Data Classification
OCIO IT 9.03 – Data Access Controls
OCIO IT 13.01 – System Access and Acceptable Use
OCIO IT 13.03 – Passwords
OCIO IT 13.04 – Email Acceptable Use
OCIO IT 13.05 – Internet Access and Acceptable Use
OCIO IT 13.07 – Removable Media
OCIO IT 14.01 –Acceptable Devices, Use, and Management