



Mobility Policy Bundle

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This document contains the following policies:

- ✚ BYOD Access and Use Policy
- ✚ Mobile Device Access and Use Policy
- ✚ Privacy Compliance Policy
- ✚ Record Management, Retention, and Disposition Policy
- ✚ Social Networking Policy
- ✚ Telecommuting Policy
- ✚ Travel, Laptop, PDA and Off-Site Meeting Policy
- ✚ Wearable Device Policy

In addition, along with the 8 policies, included are 28 electronic forms and 14 full job descriptions to assist in the administration of the mobile workforce.

The Electronic forms Include:

- ✚ Disaster Recovery forms
 - Remote Location Contact information
- ✚ Records Management
 - Administrative Records
 - Computer and Information Security Records
 - Computer Operations and Technical Support Records
 - Data Administration Records
 - Facility Records
 - Financial Records
 - General Systems and Application Development Records
 - Mobile Device Access and Use Agreement
 - Network and Communication Services Records
 - Personnel Records
 - Safety Records
 - Sales Records
 - User and Office Automation Records
- ✚ Safety Program
 - Inspection Checklist Work from Home Location
- ✚ Security
 - Mobile Device Security and Compliance Checklist
 - Privacy Policy Compliance Agreement
 - Security Access Application
 - Sensitive Information Policy Compliance Agreement
 - Telecommuting Work Agreement
 - Text Messaging Sensitive Information Agreement
 - Work From Home Work Agreement
- ✚ General forms
 - BYOD Access and Use Agreement
 - Company Asset Employee Control Log
 - Internet and Electronic Communication
 - Social Networking Policy Compliance Agreement
 - Telecommuting IT Checklist
 - Wearable Device Access and Use Agreement
 - Work From Home IT Checklist



The job descriptions included are

- ✚ Chief Mobility Officer
- ✚ Chief Security Officer
- ✚ Data Protection Officer
- ✚ Manager BYOD Support
- ✚ Manager Compliance
- ✚ Manager Record Administrator
- ✚ Manager Security and Workstations
- ✚ Manager Social Networking
- ✚ Manager Telecommuting
- ✚ Manager WFH Support
- ✚ BYOD Support Supervisor
- ✚ BYOD Support Specialist
- ✚ Record Management Coordinator
- ✚ Security Architect
- ✚ Social Media Specialist



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BYOD Policy Template




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Mobile Device Access & Use Policy



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Record Management, Retention, and Disposition Policy

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Social Networking Policy

Managing and Controlling Employee Social Networks



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Travel, Laptop, PDA, and Off-Site Meeting Policy

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Wearable Device Policy



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