

Charles University, Faculty of Medicine in Hradec Králové

Dean's measure No 11/2021

Ref. UKLFHK/405134/2021

Title: **Rules for the Use of Phones and Mobile Devices Entrusted**

Validity and effectiveness: on the day of the Dean's signature

**Article I
Initial Provisions**

1. This Measure lays down rules for the use of fixed telephone lines, mobile phones and other mobile devices owned by the Faculty of Medicine in Hradec Králové (hereinafter the 'LF HK') by the employees of the LF HK.
2. The Measure is binding to all staff members.

**Article II
Use of Fixed Telephone Lines**

1. All telephone equipment is connected to the control panel. The control panel is set so that callers are automatically put through to the end devices (called lines). All devices connected to this control panel enable free calls to each other.
2. The following dialling codes are used for calling from the fixed lines:
92 – University Hospital Hradec Králové;
93 – Faculty of Medicine in Hradec Králové;
94 – Charles University, Rectorate;
96 – University of Hradec Králové;
90 – all institutions involved in CESNET IP telephony – toll-free calls;
0 – toll call to public networks of fixed and mobile operators.
3. When calling from a landline to mobile phones, the GSM gateway provides for the calls to be made via a mobile operator. The GSM gateway is equipped with several SIM cards, i.e., at one point more calls to mobile phones can be made via the GSM gateway. An unlimited tariff is set on the SIM cards; calls to mobile phones are made at fixed costs regardless of the volume of calls.
4. Telephone equipment may only be used for work-related activities. Use for private purposes is not allowed. The Head of the Department is responsible for the cost-effectiveness and efficiency of telephone use.

5. Employees must not disconnect or connect the telephone equipment themselves. Connecting into an improperly configured outlet can damage the equipment or control panel port.

Article III

Use of Mobile Phones and Other Mobile Devices

1. Mobile phones (hereinafter 'phones') and other mobile devices (i.e., communication devices, together with phones, also referred to as 'mobile devices') are entrusted to individual employees for use to the extent necessary to fulfil their job duties arising from their job requirements.
2. Employees can be provided with a phone SIM card and data SIM card, phone, or other mobile device for data transfer. The Head of the Department decides on such allocation.
3. Each phone number that will be assigned to a specific employee will be published without exception in the directory on the LF HK website and in the central HR system of Charles University (WhoIS).
4. The purchase, commissioning, lending and repair of phones and mobile devices, including the purchase and registration of a SIM card or a change of tariff, is carried out by the Computer Technology Center (hereinafter 'OVT') on the basis of a submitted application.
5. The device and SIM card will be handed over by the OVT to the employee on the basis of a written handover protocol. The Department registers the equipment in its property and the Head of the Department communicates to the Economic Division (hereinafter 'EO') from which centre the cost of operating the mobile device will be covered.
6. The name of the user (employee) or change of the SIM card user will be communicated by the Head of the Department immediately to the OVT via the helpdesk system.
7. The employee will be handed over the entrusted mobile device (SIM card) by the OVT to use on the basis of a written handover protocol by which the SIM card, phone or mobile device is entrusted by the employer to the employee as an entrusted item within the meaning of the Labour Code.
8. The employee is obliged to properly take care of the entrusted mobile device and accessories and to prevent causing damage to the entrusted items.
9. The employee, while using mobile devices, is obliged to protect the device from unauthorized access and to act so to avoid misuse or loss of data.
10. The employee is obliged to ensure maximum cost-effectiveness of telephone calls and efficient use of the available services. They must not allow another person to use the SIM card, phone, or mobile device.
11. SIM cards, phones and mobile devices can only be used for work-related activities. Use for private purposes is not allowed.

12. The Head of the Department is responsible for the cost-effectiveness and efficiency of all telephone and mobile devices use. In the event of an increase or unusual fluctuations in costs during their use, the Head of the Department is entitled to request a phone call record or the extent to which data is used and a request for the employee to clarify this situation.
13. The employee is responsible to the employer for the harm caused to the entrusted mobile devices and items by damage, loss, or theft of the mobile devices. In the event of loss or theft of mobile devices and SIM cards, the employee is obliged to prevent their misuse and immediately report these facts to the Head of the Department and the OVT for the reason of SIM card locking. The employee is also obliged to inform the EO about the theft of the equipment entrusted to them for the sake of the insurance contract application.
14. At the same time, it is the employee's responsibility to report any loss or theft of mobile devices that may allow access to personal or sensitive data for which the University is responsible to the Data Protection Officer of the University. The loss shall be reported as soon as possible by the employee who has been made aware of it or their supervisor to gdpr@cuni.cz. The officer shall conduct an analysis of the risks that arise from the loss and shall assess what further action is to be taken.
15. In addition, the employee is obliged to notify the employer of any defect, malfunction or damage to the entrusted item used under this Measure. Equipment malfunctions shall be reported to the OVT via the helpdesk system.
16. Upon termination of employment or termination of use of the listed entrusted items for other reasons, the employee will hand in the SIM card, phone, or mobile device upon written confirmation of return to the employer. The Head of the Department will decide on further use of the items (e.g., change of user).

Article IV Final Provisions

1. The measure Operating Rules for the Use of Telephones and Other Mobile Devices of 1st February 2016 is hereby repealed.
2. This Measure shall be valid and take effect on the date of the Dean's signature.

In Hradec Králové on 16th September 2021

prof. MUDr. Jiří Mandřák, Ph.D.

Dean of the Faculty