

**June 2015**

**DITSU Ltd Mobile Phone Policy for DITSU Ltd sabbatical officers and employees.**

As DITSU is a multi-sited organisation, all sabbatical officers and a number of employees are provided with DITSU mobile phones to assist in effective communications and contact for work purposes. The provision of mobile phones is at the sole discretion of DITSU Ltd but there is no obligation on DITSU Ltd to provide any particular model or type of phone. Cost and value for money to the students will be the determining factor in the provision of this IT.

**If DITSU supplies a phone it is assumed that the phone is necessary for the recipient to carry out their work in DITSU. In the event of damage, loss or theft, the phone must be replaced either through an insurance claim or by the recipient replacing it at their own expense.**

**It is also the responsibility of all mobile phone recipients to ensure that their mobile phone is safe and secure at all times.**

**Should a claim need to be made for a lost or stolen mobile phone it is the sole responsibility of the recipient to ensure that the procedure as outlined below is adhered to correctly.**

**Failure to do so may result in the claim being rejected and the recipient will have to replace the phone at their own expense.**

**Usage & Storage:**

- Those recipients of a DITSU mobile phone must sign for the phone and agree to abide by the procedures outlined regarding processing an insurance claim.
- The IMEI number and sim number must be included on this form.
- All recipients should ensure that 'Find My iPhone' app has been activated
- All phones should have appropriate covers and screen protectors
- All recipients must ensure that their phone is not left unattended or left behind in a public place or any form of public transport.

- The recipient must take all reasonable precautions to prevent damage to or theft or loss of their phone.
- If a recipient is negligent in ensuring that the phone is safe and secure, they will be liable for the cost of replacing the phone should it be lost or stolen.
- Recipients do not have automatic access to mobile data outside Ireland, and should ensure that their mobile data is turned off when leaving the Republic of Ireland.
- If it is necessary to use the phone for work purposes whilst abroad, approval for such use should be sought in advance of travelling from the Deputy CEO.
- The recipient is liable for the cost incurred for personal use of mobile data outside the Republic of Ireland.
- On leaving employment with DITSU Ltd, or termination of a sabbatical term of office, all mobile phones must be returned.
- If mobile phones are not returned as agreed, DITSU Ltd management reserve the right to deduct the replacement cost of the phone from your final payroll.

### **How to make a claim for a lost or stolen mobile phone:**

From time to time phones can be mislaid or stolen in which case a claim for a lost or stolen phone must be submitted. It is the responsibility of each recipient to correctly process the claim for a replacement phone.

Below is the procedure for making an Insurance claim for lost or stolen DITSU Mobile Phones.

- All DITSU Ltd mobile phone are insured with Pier Insurance Ltd.
- This policy covers mobile phones against: Accidental damage, liquid damage, theft, loss, accessory cover, airtime abuse, worldwide cover and extended warranty.
- See attached list for main benefits, significant exclusions and limitations. **See Appendix 1**
- The DITSU Ltd Pier Policy Number is AD 1378694
- If your mobile phone is lost or stolen you **MUST**:
  - **Advise the Garda Síochána within 24 hours if there has been theft or vandalism and obtain a crime reference number.**
  - **Notify DITSU Ltd within 24 hours of the loss or theft**
  - **Advise Pier Insurance by telephone as soon as possible and in any event within 48 hours of the discovery on the claims hotline number 1890 930 333.**

***Approved by the Board of DITSU Ltd on 10<sup>th</sup> June 2015***

- Alternatively a claim can be notified by visiting <http://pierinsurance.com/3/>
- Provide at your own expense all details and evidence as may reasonably be required including device usage reports from Three.
- Notify 3 on 083 333 3333 within 24 hours upon discovery of theft or loss to ensure Airtime Abuse is limited.
- There is an excess of €75 on each claim submitted.
- This excess cost will be the responsibility of the recipient where reasonable care was not taken to ensure the prevention of theft or loss of the phone. Otherwise DITSU Ltd will cover the excess cost.
- If the loss of the phone was due to negligence, DITSU Ltd will only provide the recipient with a work phone for calls and texts and not a smart phone.
- In the event of excessive claims by one recipient, DITSU Ltd management reserve the right to not process an insurance claim.
- Failure to adhere to the above procedure may result in your claim being rejected. If this happens the recipient will be required to replace the phone at their own expense
- The recipient may authorise DITSU Ltd to deduct the cost from their payroll.
- The Claim Form is available on <http://pierinsurance.com/3/>. Please complete the form together with the relevant proof documents.
- Your claim will be assess by Pier Insurance within 24 hours of submitting the claim.

On approval of this policy, DITSU Ltd management will continue to review it to ensure that all recipients are in compliance with the terms and conditions as outlined in the policy.

***Approved by the Board of DITSU Ltd on 10<sup>th</sup> June 2015***

## Appendix 1

### List of benefits and exclusions of the Pier Insurance Policy

Benefits provided by the policy	Exclusions and limitations of the policy
<b>ACCIDENTAL DAMAGE COVER</b>	
<ul style="list-style-type: none"> <li>➤ They will repair or replace your phone if it is accidentally damaged.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Unless it is left unattended, or left behind, in a public place or form of public transport.</li> <li>➤ All reasonable precautions must be taken to prevent damage to or theft or loss of the phone.</li> </ul>
<b>LIQUID DAMAGE</b>	
<ul style="list-style-type: none"> <li>➤ They will repair or replace your phone if it is liquid damaged</li> </ul>	<ul style="list-style-type: none"> <li>➤ Unless it is left unattended, or left behind, in a public place or form of public transport.</li> </ul>
<b>THEFT</b>	
<ul style="list-style-type: none"> <li>➤ If your phone is stolen we will replace it</li> </ul>	<ul style="list-style-type: none"> <li>➤ You must advise the Gardaí within 24 hours if there has been theft and obtain a Crime Reference Number.</li> <li>➤ Unless no threat or the threat of force used.</li> <li>➤ Unless it is left unattended, or left behind, in a public place or form of public transport.</li> <li>➤ All reasonable precautions must be taken to prevent damage to or theft or loss of the phone.</li> </ul>
<b>LOSS</b>	
<ul style="list-style-type: none"> <li>➤ If your phone is lost we will replace it</li> </ul>	<ul style="list-style-type: none"> <li>➤ You must advise the Gardaí within 24 hours if there has been theft and obtain a Crime Reference Number.</li> <li>➤ Unless except it has not been concealed on your person</li> <li>➤ Except where the circumstances cannot be clearly identified</li> <li>➤ Unless it is left unattended, or left behind, in a public place or form of public transport.</li> <li>➤ All reasonable precautions must be taken to prevent damage to or theft or loss of the phone.</li> </ul>
<b>WORLDWIDE COVER</b>	
<ul style="list-style-type: none"> <li>➤ Your policy will cover your phone outside of Ireland</li> </ul>	<ul style="list-style-type: none"> <li>➤ Cover is limited to 60 days in a 12 month period,</li> </ul>
<b>EXTENDED WARRANTY</b>	
<ul style="list-style-type: none"> <li>➤ Your policy will cover your phone outside of Ireland</li> </ul>	<ul style="list-style-type: none"> <li>➤ Your policy will extend your manufacturers warranty for as long as you continue to pay your monthly premium.</li> </ul>



## **Receipt of DIT Students' Union Mobile Phone**

I acknowledge receipt of the DITSU Mobile Phone and agree to abide by the terms and conditions of the attached policy and insurance claim procedure.

I agree that if I fail to adhere to this policy, which may result in an insurance claim being rejected, that I am liable for the cost of replacing the phone which may be deducted from my DITSU Ltd fortnightly payroll.

### **Details of Phone:**

Model: \_\_\_\_\_

Phone Number: \_\_\_\_\_

IMEI Number: \_\_\_\_\_

SIM Number: \_\_\_\_\_

***I have read and understand the DITSU Mobile Phone Policy including the procedure for making an insurance claim.***

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Position in DITSU:** \_\_\_\_\_

**Approved by the Board of DITSU Ltd on 10<sup>th</sup> June 2015**