Part 6: Secure Portable Media

Introduction

People can transport data between devices or places with ease using portable media like USB drives. Yet, this feature can rapidly become a nightmare if a portable media device is lost, stolen, or infected with malware. This document attempts to aid in making sure portable media can be used in a safe and reliable way.

Creation and use of portable media

A policy statement related to the use of portable media devices:

- Someone within the organization oversees distributing the devices for employee use.

- Authorized devices will be used to:
    i. Store company information
    ii. Connect to company systems

- For security and legal reasons, portable media (from the organisation) must never be plugged into employees' personal devices.

- Set up security measures for any portable media.

- Encrypt information stored on removable media.

- The provided portable media will be monitored as well as its use.

- Encryption will be used on portable media to guarantee the security of data and information.

- The company will continue to own the portable media devices.

Disposal of portable media

A policy statement related to the disposal of portable media:

- The organization's designated team is in charge of disposing of portable media.

- Users must handover portal media to the IT department for eradication.

- Provided portable media will be sanitized and/or destroyed of any sensitive information before disposal.

- Before being recycled or sold, computers must have their hard drives and flash storage removed and destroyed.

- Establish the disposal method for portable media and the steps that will be taken to ensure that the material has been deleted.

Enforcement

All employees must receive training on how to use portable media devices from the company before being issued one. Key elements of this policy, such as the distribution, usage, and disposal of portable media devices, must be included in training. Each employee is required to abide by this policy when using portable media.