

File Server usage – Policy

Ver 1.0



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1. Overview

File server is a central storage entity where employees can store and share the office related files and folders. Various File server flavors are available which can serve end users as per their respective requirements.

2. Purpose

The purpose of this policy is to ensure the proper usage of Amar Ujala's File server and make users aware of what Amar Ujala deems as acceptable and unacceptable use of its system.

3. Scope

This policy is particularly relevant to employees who wish to store their data in the central location and share it to fellow users for collaboration purpose. This policy also applies to third parties acting in a similar capacity to our employees whether they are explicitly bound (e.g. by contractual terms and conditions) or implicitly bound (e.g. by generally held standards of ethics and acceptable behavior) to comply with our information security policies.

4. Policy

4.1 IT will facilitate in storing end user files at a central File Server. Users can upload/download files from the server through conditional access.

4.2 IT will facilitate central storage for N computing devices. Users who are using the N computing devices will store their data in the central location.

4.3 It is the end user responsibility to monitor and delete the uploaded data periodically.

4.4 Unofficial Videos, music and infected files are prohibited in this repository and IT reserves the right to delete such files without any prior notice, appropriate action would be initiated against those individuals.

4.5 IT does not recommend uploading confidential data on this server as it is accessible to all users.

4.6 The contents of any folder are strictly end users responsibility and IT will not be accountable for any loss of data from these folders

5. Policy Compliance

5.1 Compliance Measurement

The Infosec team of IT will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru, remote monitoring, business tool reports, internal and external audits, and provide feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Infosec team of IT in advance.

5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action as per Amar Ujala's policy

6. Definitions and Terms

7. Revision History

Date of Change	Responsible	Summary of Change
Nov 2014	IT Helpdesk Team	