# Purpose

Most, if not all, information is presented and preserved in some form of media. This could be paper, film, or computer media (tapes, CDs, DVDs, disks etc). Hence access to such media should be controlled, and they should be physically and logically secured. Their transportation and disposal must be managed through formal processes. The objective of this policy is to prevent unauthorized disclosure, modification, removal or destruction of assets that can lead to interruption of the department’s activities.

# Scope

This policy covers all types of removable media, and applies to all employees handling media affecting the Electronics Department.

# Definitions

In this document, information security related terms have been marked in *underlined* *italics*. For their definitions, refer to the standard *EE-ISMS-S001 Terms and Definitions*.

# Policy Statement

* 1. Users should not copy Class I, II, and III i*nformation assets* onto removable media. This includes but is not limited to information classified as Confidential, personal information, and intellectual property information.
  2. If there is a genuine need to store such information on removable media, it must be encrypted.
  3. Users are responsible for the safekeeping of their removable media. They are solely responsible for the safety of information on the removal media.
  4. Before copying information from removable media, it must be checked for the presence of any malicious code.
  5. When no longer required, media must be disposed of securely and safely.
  6. Information stored in media must be protected from unauthorized access.
  7. System documentation must be protected from unauthorized documentation.

# Exceptions

# References

* 1. *M01 NSCL Electronics Department ISMS Manual*, NSCL Document Server, Electronics Folder
  2. *EE-ISMS-S001 Terms and Definitions,* NSCL Document Server, Electronics Folder

# Revision History

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| --- | --- | --- |
| Revision  Level | Date | Revision Changes |
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# Reviews

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| --- | --- |
| Reviewer | Review Date |
| Information Security Working Group |  |

**Approved**

**Department Head:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**