TechSture Technologies

USB Drive Policy

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Document Release Note

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Document Revision History

Version	Date	Change Description	Modified By	Reviewed By	Approved By
1.0					

Purpose

Policy defines the methodology for USB Drive usage.

Scope

This policy is applicable to all employees.

Policy

	DOs & DON'Ts	Responsibility
✔	USB access is given only to Head of Concern Department and Directors.	IT Department
✔	Other staff must not use external removable media in their work computers. They must obtain approval from their reporting manager or Management and then the IT Department will give temporary access after closely reviewing the request.	Users / IT Department
✔	The removable media must be first scanned for Malware/Spyware infection in a test environment. Once it is found free of Malware/Spyware, it is then connected to one of the computers of Network Department and the required data is then copied to the designated location.	Users / IT Department
✔	Personal data uploading through USB is not allowed.	Users
✔	While removing pen drives, users are expected to always use the safe removal option.	Users
✖	Official Media is not allowed to be taken out of premises without prior permission of Management.	Users

Records

Nil

Effective Measures

No. of deviations with respect to above acceptable usage quarterly.