



USB Storage Devices 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 CD/DVD /USB STORAGE DEVICES drive usage.

Scope

This policy is applicable to all employees.

Policy

	DOs & DON'Ts	Responsibility
✓	CD/DVD /USB STORAGE DEVICES Option for all Desktop Users is blocked.	IT Department
✓	If Employee need any data to upload/download via CD/DVD /USB STORAGE DEVICES, need to go take permission from Management, Management will approve it, then IT Department will upload/Download CD/DVD /USB STORAGE DEVICES for employee.	Users/ IT Department
✓	Prior to inserting any CD/DVD /USB STORAGE DEVICESs anti-virus software should be run on the system/data to ensure that it does not carry any viruses.	IT Department
✓	While removing CD/DVD /USB STORAGE DEVICESs physical/mechanical damage to be avoided.	IT Department
✓	Any CD/DVD /USB STORAGE DEVICES is not allowed to take out of office premises without permission.	Users
✓	Destroy CD/DVD /USB STORAGE DEVICES when record completes its retention period.	IT Department
✓	Keep protected from moisture, frictions, direct sunlight or any damage.	IT Department
✓	Do not copy or make backup of sensitive information into the CD/DVD /USB STORAGE DEVICESs.	IT Department
✓	CD/DVD /USB STORAGE DEVICES for entertainment is not allowed inside the premises.	Users
✓	CD/DVD /USB STORAGE DEVICES with pirated content is not allowed in any case.	Users/ IT Department

Records

Nil

Effective Measures

No. of deviations with respect to above acceptable CD / DVD policy.