The Linden Centre

Removable Devices Policy

Signed by:		
	Headteacher	Date:
	Chair of Management Committee	Date

Last Updated	04th January 2021
Review Due:	04th January 2022

S5 Removable/External Media Use (v6.0)

Removable media (or storage) includes but is not necessarily limited to:

CD's (CR-R, CD-RW, etc)	DVDs (DVD-R, DVD-RW, etc)	USB memory sticks / pens	Removable drives	Non-council hosted storage such as Sky Drive	Mobile phones

The introduction of the Council's Corporate Cloud has significantly reduced the need for removable media such as USB sticks, CD's and removable drives. Before officers use any removable media they should contact ICT to investigate whether there are more secure alternatives to using these types of devices such as the use of cloud services or the Secure Communication System (SCS).

High profile data losses highlight the importance of understanding how removable media should and should not be used.

Where staff have no other alternative but to use removable media they **must do/do not** do the following.

Acceptable

Only use encrypted removable/external media provided through ICT.

Ensure that CDs and DVDs are "clean", if not new; i.e. all previous information has been deleted.

Encrypt AND password protect ALL confidential information being transferred by these media

Contact ICT if there is any doubt as to the integrity of any removable media

ICT reserve the right to recall supplied media if it is suspected that there has been misuse

In the event of theft or loss of such media, it must be reported immediately in line with the Information Security Breach Procedure.

Unacceptable

Never keep personal/sensitive data on removable media

Never transfer confidential information from removable/external media to personal/private equipment

Never leave these media in unsecure locations or lend the media to others

Never use removable media as an archive in place of corporate backups

Never use Council removable media for personal files

Never store files that can be considered inappropriate, e.g. sexually explicit images

If in exceptional circumstances removable media is required then the Removable/External Media Self Service Form will require completion and authorising by a Service Delivery Manager.