

Removable media policy

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1. Definitions and Terms

- Encryption: Cryptographic transformation of data (called "plaintext") into a form (called "cipher text") that conceals the data's original meaning to prevent it from being known or used.
- Malware: A generic term for a number of different types of malicious code.
- Removable Media: A form of computer storage that is designed to be inserted and removed from a system (examples: Optical discs, CompactFlash cards, USB Flash drive, ...)
- Sensitive Information: Any unclassified information that, if compromised, could affect a company business.

2. Object

Removable media is a well-known source of malware infections and has been directly tied to the loss of sensitive information in many organizations.

3. Purpose

The purpose of this policy is to minimize the risk of loss or exposure of sensitive information maintained by Les Poupées Russes and to reduce the risk of acquiring malware infections on computers operated by Les Poupées Russes.

4. Scope

This policy covers all computers and servers operating in Les Poupées Russes.

5. Policy

Les Poupées Russes staff may only use Les Poupées Russes removable media in their work computers.

Les Poupées Russes removable media may not be connected to or used in computers that are not owned or leased by Les Poupées Russes without explicit permission of the Les Poupées Russes security staff.

Sensitive information should not be stored on removable media.

No exception to this policy may be requested.

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6. Policy Compliance

6.1 Compliance Measurement

The security team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thrus, internal audits, and feedback to the policy owner.

6.2 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Revision History

1.1

Date of change: 06/03/2020

Responsible: Technical teams

Summary of Change: Typographic fixes

1.0

Date of change: 01/12/2019

Responsible: Technical teams

Summary of Change: Initial release

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