

Portable Data Storage Devices Use Procedure

Please note: This Procedure is currently under review by ISG as part of a Transalpine approach to policy alignment with the CDHB. If you have any questions regarding this document please contact the Chief Information Officer in the first instance.

1. Purpose

This Procedure is intended to help define the acceptable use of Portable Storage Devices that can be connected to computers on the West Coast District Health Board (WCDHB) network, and to provide guidelines for educating WCDHB staff members about their additional responsibilities for security consciousness regarding the Devices themselves and the data that may be stored on them.

2. Application

This Procedure is to be followed by all staff members of the WCDHB, and applies to all Portable Storage Devices, whether owned by the WCDHB or by individuals, which are connected to the WCDHB network and can be used to copy any kind of data or files from a WCDHB-owned computer.

3. Definitions

For the purposes of this Procedure:

User is taken to mean any individual having authorised access to WCDHB network or computer systems, whether internally or externally.

Download is taken to mean the process to save a file from an external source on to WCDHB information and computer systems.

Portable Storage Devices taken to mean, but not limited to, zip drives, floppy diskettes, recordable and re-writeable compact disks (CD), recordable and re-writeable digital video disks (DVD), USB flash digital media devices, memory sticks/cards, PC card storage devices of all types, external hard drives and laptops.

4. Responsibilities

For the purposes of this Procedure:

All **WCDHB staff members** are required to:

- Ensure they abide by the requirements of this Procedure.

5. Resources Required

This Procedure requires no specific resources.

6. Process

1.00 Introduction

1.01 Data storage is an essential component in the use of computers—floppy drives and other storage devices have been a built-in part of computers since their inception. However, modern technology breakthroughs are changing the nature of the data storage capabilities

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of computers, impacting IT security. Built-in storage devices are gaining capacity and it is not uncommon for rewritable CD-ROM disks or DVDs providing hundreds of megabytes of storage capacity to be used for everyday purposes by computer users. In addition, USB ports are now a common hardware element in most computers, allowing for extreme flexibility in the connection of various portable devices to a modern computer.

- 1.02 The use of Portable Data Storage devices on WCDHB-owned computers must always comply with all WCDHB Policies, Procedures and IT Security standards, particularly those regarding access to and protection of data, software and equipment.
- 1.03 The key restrictions on Portable Data Storage devices are related to two specific IT security principles. The first is concern for the physical protection of the device itself and the computer to which it is attached. The second principle is concerned with protection of WCDHB-owned data and software, whether stored on the device or on the computer to which the device is attached.
- 1.04 Software applications are not to be copied to or installed onto any Portable Data Storage device. Only data may be stored on the device.
- 1.05 All use of Portable Data Storage devices must comply with the requirements of the WCDHB Access to Information Systems Procedure.
- 1.06 Except for compelling operational necessities, the use of any Portable Data Storage devices containing highly sensitive/confidential data (e.g. patient information) is restricted to the WCDHB work places that satisfy the requirements for physical controls for confidentiality.
- 1.07 If there is any need to transfer highly sensitive/confidential data onto a Portable Data Storage device for use outside the WCDHB, then this first must be encrypted. Users are requested to contact the WCDHB IT Department to arrange for this to occur.

2.00 Single Users

- 2.01 Portable Data Storage devices are to be assigned to a single user who will bear responsibility for ensuring its use is compliant with WCDHB Policies, Procedures and Standards, just as with any WCDHB-owned computer hardware.
- 2.02 No Portable Data Storage device is to be purchased without the prior approval of the WCDHB IT Department.
- 2.03 All requests to purchase Portable Data Storage devices must be forwarded to the WCDHB IT Department, accompanied by a completed WCDHB Request For A Portable Data Storage Devices Form.

3.00 Multiple Users

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- 3.01 Portable Data Storage devices with the exception of laptops are not intended to be shared, particularly if it is intended to be used both on and off-work sites.
- 3.02 No Portable Data Storage device may be shared by multiple users unless the same users are sharing a single WCDHB computer and it is connected to that computer.
- 3.03 With the exception of laptops, a Portable Data Storage device shared by multiple users may not be taken off a WCDHB facility or moved from the area of the computer to which it is intended to be connected.
- 3.04 Any user of the computer to which the device is attached must comply with the following responsibilities for physical security at all times.
 - i) WCDHB-owned Portable Data Storage must be kept physically secure at all times;
 - ii) If the device is permanently attached to the computer, a locking mechanism must be in place to prevent theft of the device;
 - iii) If the device is not permanently attached, it must be secured in a locked drawer, cabinet or space whenever the user is not physically present using the computer to which the device is attached;
 - iv) The device may not be loaned or given to any other individual without the prior approval of the WCDHB IT Department.

4.00 Non-WCDHB Portable Storage Devices

- 4.01 Connection of a personally owned Portable Data Storage device to a computer on the WCDHB network is strictly prohibited.

5.00 Non-WCDHB Staff Members

- 5.01 A Portable Data Storage device which is connected to the WCDHB network for use by visitors to a WCDHB facility will only be allowed for the duration of the specific event requiring such access. In no other circumstances is connection of such devices allowed.
- 5.02 Under no circumstances will any WCDHB data or software be copied to a Portable Data Storage device owned by a non-WCDHB staff member, except in the case of approved contractors/ vendors.
- 5.03 Connectivity needed by non-WCDHB staff members will be coordinated by the non-WCDHB staff member's WCDHB contact person with the WCDHB IT Department.

7. Precautions and Considerations

- ➔ No Portable Data Storage device is to be purchased without the prior approval of the WCDHB IT Department
- ➔ Connection of a personally owned Portable Data Storage device to a computer on the WCDHB network is strictly prohibited

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- ➔ A Portable Data Storage device which is connected to the WCDHB network for use by visitors to a WCDHB facility will only be allowed for the duration of the specific event requiring such access

8. References

There are no references associated with this Procedure.

9. Related Documents

WCDHB Access To Information Systems Procedure.

WCDHB Request For A Portable Data Storage Devices Form.

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