

Saint Michael's College

Information Security Policy: Media Protection Policy

1. Purpose

To provide for the secure safeguarding and protection of any Saint Michael's College electronic removable storage media that maintains electronic sensitive information.

2. Scope

This standard is applicable to all Saint Michael's College administrative, business, academic, and information technology services departments and members of the staff that are responsible for the security of electronic sensitive information that is maintained on electronic removable media. These standards apply to the storage of electronic sensitive information on removable media that is: 1) currently in use; 2) obsolete; or 3) damaged.

The scope of these standards apply to any type of electronic removable media that is owned by Saint Michael's College or that is personally owned by any member of the staff that uses these types of devices to store any Saint Michael's College sensitive information.

3. Policy

3.1. Disk drives and removable electronic media must be sanitized prior to any final disposition or reuse. The methods used for the sanitization must be documented in a written standard format. Sanitization method and documentation depends on the type of media and the intended disposition of the media.

3.2. Removable electronic media are the responsibility of the information owner for its control: 1) location; 2) physical access and safekeeping; 3) encryption of internally stored data; and 4) reporting of any accidental destruction or loss.

3.3. Removable media or mobile devices that are considered lost due to negligence, accident or theft and contains unencrypted sensitive information is to be reported through the Information Technology Department and Safety & Security Office in order to initiate mitigation of damages that could result from possible unauthorized access and disclosure.

3.4. Destruction of electronic removable media must be documented. The documentation must describe the destruction process used to physically damage the medium so that it is not usable by any device that could read that medium.

4. Enforcement

Violation of this policy may result in disciplinary action which up to and including termination for employees and temporaries; a termination of the contract without compensation in the case of contractors or consultants; or dismissal for interns and volunteers. Additionally, individuals are subject to loss of Saint Michael's College information resource access privileges, civil, and criminal prosecution or other legal action. They may also be held financially liable.