

Security Standard: Portable Storage Devices and Media

Introduction and Scope

This standard addresses concerns with portable media that may be easily lost or stolen and applies to anyone who uses portable media to store or transport Private or Confidential information. RIT discourages storage of Private or Confidential Information on portable media.

Portable media includes, but is not limited to CDs, DVDs, Flash Memory, portable hard drives, backup tapes, and any future portable media, RIT-owned or privately-owned.

This standard does not apply to non-digital forms of media including paper, audio or video tapes, etc. However, if this non-digital media contains Private or Confidential information, it must be handled in accordance with the Information Access and Protection Standard.

Requirements

The following security controls must be applied to, enabled, and/or operating on all portable or removable media that house Private or Confidential Information:

1. All new portable media must support ISO-Approved Encryption Methods.
 - A list of acceptable encryption methods is available on the RIT Information Security website at <https://www.rit.edu/security/content/portable-media>
2. Private or Confidential information on portable media used for backups, archives, and transport must be encrypted.
3. Portable media must be protected physically from unauthorized use or theft.
4. Media that is to be disposed of or transitioned to another user must be overwritten so that the information is no longer recoverable. This may require destruction of the media.
5. Loss of portable media that contains Private or Confidential information or whose contents are unknown must be reported through the Incident Handling process.

Resources/Related Information

- [Standards Lexicon](#) (definitions of terms used in standards)
- [Roles and Responsibilities](#) in relation to specific standards

- Exceptions/Non-Compliance—use of non-compliant portable media requires an [exception request](#) approved by the information trustee and the RIT Information Security Office.
- Related RIT Policies
 - [Information Access and Protection Standard](#)
 - [Desktop and Portable Computers and Devices Standard](#)

Effective Date:

April 1, 2018

Standard History:

May 15, 2008

November 11, 2013