

Security Standard: Portable Storage Devices and Media

Scope

This standard applies to anyone who uses portable media to store or transport Private or Confidential or Critical information.

Portable media includes, but is not limited to, CDs, DVDs, Flash Memory, portable hard drives, backup tapes, and any future portable media. (RIT-owned and 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 are required to be applied to, enabled, and/or operating on all portable or removable media based on the classification of information below:

1. Private and Confidential Information

- 1.1. All new portable media should 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>
- 1.2. The information should be encrypted on portable media used for backups, archives, and transport.
- 1.3. Portable media should be given reasonable physical protection from unauthorized use or theft.
- 1.4. Media that is to be disposed of or transitioned to another user should be overwritten so that the information is no longer recoverable. This may require destruction of the media.
- 1.5. Loss of portable media that contain Private or Confidential information or whose contents are unknown should be reported through the Incident Handling process.

2. Critical Information

- 2.1. Information that supports critical processes should not be placed solely on portable media.

Effective Date: September 1, 2008

Standard History:

May 15, 2008

November 11, 2013