



NORTH WALSHAM TOWN COUNCIL

Use of Mobile Storage Devices

Adopted by the Council at its meeting held on 26.11.19

Mobile Storage Devices Mobile devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only North Walsham Town Council authorised mobile storage devices with encryption enabled must be used by the clerk, when transferring sensitive or confidential data.

Key Messages for Staff

1. Data and information are valuable and must be protected.
2. Do not use removable media for material that is marked 'restricted' or above.
3. Only transfer data onto removable media, if you have the authority to do so.
4. All transfer arrangements carry a risk to the data.
5. Run the virus checking programme on the removable media each time it is connected to a computer.
6. Only use approved products for Council data.
7. Activate encryption on removable media wherever it is available and password protection if not available
8. Data should be available for automatic back up and not solely saved to removable media.
9. Delete files from removable media, or destroy the media, after the material has been used for its purpose.
10. Ask your manager if you are unsure