DEPARTMENT OF INFORMATION TECHNOLOGY

Cindy Knox, I.T. Director
(978) 772-8252

Town of Ayer, Massachusetts
1 Main Street Ayer, MA 01432

INFORMATION TECHNOLOGY POLICY FOR PORTABLE STORAGE DEVICES

Approved by the Ayer Board of Selectmen December 1, 2015

Purpose:

The purpose of this policy is to ensure that any portable storage devices used by Town Employees are issued by the Town and meet the standards set forth in this policy and the Town's Electronic Communication Policy.The Town of Ayer takes security very seriously and our main concern is to protect the integrity of the private and confidential information that resides within the Town and/or any data that resides in the "cloud" that is owned by the Town, where it can potentially be accessed by unsanctioned resources. This policy intends to prevent this data from being deliberately or inadvertently moved outside of the network and/or the physical premises. A breach of this type could result in the loss of information, damage to critical applications, loss of revenue, and loss of personal information that can be used for identity theft.

Scope:

This policy covers portable media storage devices such as, but not limited to: Flash drives; External hard drives; CD's; Memory cards; USB Card readers; Portable music playing devices, PDA's, cell phones, and phones with internal flash or hard drive-based memory that support data storage.

Exempt from Policy:

Due to the unique legal and security requirements of the Ayer Police Department, the Ayer Police Department is exempt from the Portable Storage Device Policy.

Administration of the Information Technology Acquisition Policy:

The I.T. Director, under the direction of the Town Administrator is ultimately responsible for the administration and implementation of this policy. The Policy for Portable Storage Devices may be amended by the Ayer Board of Selectmen upon recommendation by the Town Administrator in consultation with the Town's I.T Director, and/or I.T. Committee.

Usage of Portable Storage Devices:

Each employee or special Town Employee who demonstrates the need to store data on a portable storage device will be issued a Town-owned encrypted device. Personal[1] Information may not be stored on any device AND any data stored on such devices may only be transferred to Town-Owned systems with the consent of the I.T. Director. The use of a portable storage device by third parties on any Town Owned computer requires authorization. All devices will be inventoried and will be surrendered upon termination or upon request. Employees must sign off on this policy prior to issuance.

Enforcement:

Any and all usage of portable storage devices acquired without adhering to this policy will be deemed invalid, will be confiscated, and may result in the revocation of privileges and/or disciplinary action.

Disposal of Portable Storage Devices:

The disposal of any and all portable storage devices shall follow MGL Chapter 30B. The IT Director will dispose of these devices in a secure manner.

1 **Personal Information** *means a resident's first name and last name or first initial and last name* ***in combination with any one or more of the following data elements that relate to such resident:*** *(a) Social Security number; (b) driver's license number or state-issued identification card number; or (c) financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number or password, that would permit access to a resident's financial account.*

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Declaration:

I have read, understand and acknowledge receipt of the Portable Storage Device Policy. I will comply with the guidelines set out in this policy.

_____ _____

Employee Signature Date

_____

Print Name