

Removable Media Policy

Last updated: November 2023

1. Overview

Removable media is a well-known source of malware infections and has been directly tied to the loss of sensitive information in many organizations.

2. Purpose

The purpose of this policy is to minimize the risk of loss or exposure of sensitive information maintained by Cloudoko and to reduce the risk of acquiring malware infections on computers operated by Cloudoko.

3. Scope

This policy covers all computers and servers operating in Cloudoko.

4. Policy

Cloudoko staff may only use Cloudoko removable media in their work computers. Cloudoko removable media may not be connected to or used in computers that are not owned or leased by the Cloudoko without explicit permission of the Cloudoko InfoSec staff. Sensitive information should be stored on removable media only when required in the performance of your assigned duties or when providing information required by other state or federal agencies. When sensitive information is stored on removable media, it must be encrypted in accordance with the Cloudoko Acceptable Encryption Policy.

Exceptions to this policy may be requested on a case-by-case basis.

5. Policy Compliance

Compliance Measurement

The Infosec team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

Exceptions

Any exception to the policy must be approved by the Infosec Team in advance.

Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6. Related Standards, Policies and Processes

- [Acceptable Encryption Policy](#)

7. Definitions and Terms

The following definition and terms can be found in the Cloudoko [Glossary](#).

- Encryption
- Malware
- Removable Media
- Sensitive Information

8. Revision History

Date of Change	Responsible	Summary of Change
November 2023	Kevin Boldy	Initial Version



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