



Removable Media Policy

Policy Owner: Rohan Ganachari

Effective Date: July 27th, 2023

Purpose

To provide guidelines for the management of removable media devices to protect Finsweet's data integrity, confidentiality, and security. Given the remote nature of Finsweet's work and the availability of secure cloud storage solutions, the use of removable media for storing, transferring or processing Finsweet company data is strictly prohibited.

Scope

This policy applies to all employees of Finsweet and to all external parties, including but not limited to Finsweet consultants, contractors, business partners, vendors, suppliers, partners, outsourced service providers, and other third party entities with access to Finsweet data, systems, networks, or system resources.

Policy

Prohibition of Removable Media: The use of any form of removable media such as USB drives, CDs, DVDs, external hard drives, or any other similar devices, to store, transfer, or process Finsweet data, is strictly forbidden.

Cloud Storage: All Finsweet data must be stored, transferred, or processed using only approved and secure cloud storage services. These services provide an additional layer of security and backup, mitigating the risks of data loss, theft, or exposure associated with removable media. Cloud storage providers can be found in the Approved Software Policy.

Exceptions

Requests for an exception to this policy must be submitted to the Finsweet Security Officer (FSO) for approval.

A documented exception is required prior to moving, copying, or storing customer or company confidential data on any media or removable device; all portable devices and removable media containing sensitive data must be encrypted using approved standards and mechanisms.

Violations & Enforcement

Any known violations of this policy should be reported to the FSO. Violations of this policy can result in immediate withdrawal or suspension of system and network privileges and/or disciplinary action in accordance with company procedures up to and including termination of

employment.

Version	Date	Description	Author	Approved by
1.0	27-Jul-2023	Submit for approval	Rohan Ganachari	Joe Krug