

ART-Biopharma's Policy for Removable Media and Portable Devices

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Approved By: Dr. David Shahbazian

While removable media and portable devices are convenient for recording, storing, and transporting data, the features that make them convenient also introduce preventable security risks.

Please read and review the different types of removable media and portable devices listed below as well as the guidelines for managing possible security risks.

Removable media and devices include:

- Memory Cards
- USB flash drives
- External hard drives
- Digital cameras
- Cell phones
- Other external/dockable devices containing removable media capabilities (including, but not limited to obsolete data carriers: recordable optical discs [CD-R, DVD-R, Blue-Ray], Zip discs, floppy discs, etc.)

Please follow these guidelines for managing removable media and portable devices:

- Anti-virus solution(s) must be installed on any computers prior to reading the media; such solutions must be configured to actively scan for malware when any type of removable media or portable device is connected.
- To render data useless to unauthorized users, please make sure that all removable media and portable devices are encrypted and password-protected.
- Never connect found media or portable devices to a computer. Hand any unknown storage device to security or IT personnel.
- Always apply new passwords before and after every business/personal trip where company data is being utilized on removable media or portable device.
- Never disclose the passwords used with removable media or portable device to anyone.
- Disable the Autorun and Autoplay features for all removable media or portable devices. These features automatically run when plugged into a USB port or drive.



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- Keep your personal and business data separate: never store ART-Biopharma data on your personal portable device and vice versa.
- After transferring sensitive data from removable media or portable device, delete them from that portable device.