



County of Ottawa

PORTABLE DEVICES POLICY

I. POLICY

Portable devices which include Mobile computing and storage devices present a unique vulnerability and high risk due to their increased potential for loss or theft, storage capacity, and ability to provide a means of gaining unauthorized access or introducing malicious software to the network. Portable devices include but are not limited to laptop computers, personal digital assistants, Universal Serial Bus (USB) port devices, Compact Disks (CD's), Digital Versatile Disks (DVD's), flash drives, modems, handheld wireless devices, wireless network cards, iPODs, and any other device, either personally owned or County of Ottawa owned that may connect to or access the information systems at the County.

Unless specifically authorized in writing by the Security Officer, databases or portions thereof shall not be downloaded to portable devices. Portable devices that contain confidential, personal, or sensitive information must use encryption or equally strong measures to protect the data while it is being stored.

Portable devices will not be used to obtain, copy, or in any way reproduce information that violates copyright laws such as music downloads from the internet, DVD's and CD's.

This policy applies to employees, contractors, consultants and temporary employees using any computer equipment provided by the County.

II. STATUTORY REFERENCES

Authority is The Management and Budget Act, Public Act 431 of 1984, as amended, § 203.

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date: _____

Board of Commissioners Review Date and Resolution Number: _____

Name and Date of Last Committee Review: _____



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PROCEDURE

1. Report lost or stolen portable devices to the Information Technology (IT) Department immediately with a description of the type of information contained on the device.
2. Portable storage devices must be checked for malicious software prior to use on County computers and will only be used on computers with the most up-to-date antivirus software.
3. Upon termination of employment, all devices purchased by the County will be returned to the County. In the case of reassignment, the responsible/supported department will notify IT.
4. All electronic storage media will have County data removed prior to disposal. Deleting files is not sufficient to meet this requirement. Media will be erased using a three level pass following DOD level II requirements. In the case where proper removal is not possible, electronic media will be destroyed.
5. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

REVIEW PERIOD

The Information Technology Director will review these policies and procedures and report to the Planning and Policy Committee at least once every two years.