

What's the big deal if...



...I use my own USB key for work purposes?

Why it is a big deal
<ul style="list-style-type: none">• If you lose/misplace it, you have also lost/misplaced the (department's) information on it• ESDC policy states that for work purposes all employees must use a department-issued device
Scenario
You need to take electronic versions of some files to a meeting tomorrow. You think about getting a department USB key, but quickly realize you don't have enough time to get approved for one. What should you do?
Possible actions (vote on the correct answer)
<ul style="list-style-type: none">• Option 1: Use your own USB key because you've never had a problem with it before• Option 2: Go buy a new USB key, that way you know it's safe• Option 3: Email the files to the meeting chair or take them on a departmental laptop
Explanation
<ul style="list-style-type: none">• Option 3 is the right choice• Sending the files by email is the easiest way, as long as they're not classified above Protected B. If you have a department laptop, you can take the files on that• Even though you've never had a problem with your personal USB key before, it doesn't mean that it's safe to use for work-related information• Brand new USB keys that you buy from a store can be tampered with during production, so even though you think it's safe, it might not be. It can also be lost or misplaced
Key take-aways
<ul style="list-style-type: none">• You must always use department-issued devices (laptops, USB keys) to transport department information• You may only connect USB devices that are department-issued to the network
More information
<ul style="list-style-type: none">• Portable Storage Devices• Approved Portable Devices