

# **CDE LIGHTBAND**

## **Operating Policy 2-30**

**Subject: Safeguarding Confidential Information on Removable Storage Media**

**Policy:**

In order to ensure that confidential information concerning CDE Lightband customers is not put at risk of being made public and in order to satisfy the requirements of Public Chapter 688 of the 105<sup>th</sup> General Assembly of the State of Tennessee, adherence to the following guidelines by CDE Lightband employees is essential.

For the purposes of this policy, removable storage media includes, but is not limited to, laptop computers, floppy disks, CD-ROMs, DVDs, USB “thumb” drives, external hard drives and PDAs.

This policy establishes safeguards for using removable storage media in conjunction with CDE customer data and CDE databases whether connected to the internal computer network or on stand alone computer applications.

Removable media may not be used as the primary storage location for any sensitive customer information or database applications containing sensitive customer information. All such data shall be stored on the CDE network servers and data storage devices.

Sensitive data can be downloaded to removable storage media when necessary to accomplish work. It shall be the responsibility of the person who downloads such data to safeguard that data while it is stored on any removable storage media in their control. It shall also be their responsibility to delete any sensitive data from any removable storage media when that media leaves their immediate control.

CDE Lightband does not promote the use of removable storage media except where absolutely necessary nor does it take any responsibility for the loss of data on removable storage media due to the violation of this policy by an employee.

It is the sole responsibility of any employee using removable storage media to store sensitive customer information to safeguard that information while that media is in their possession.

Approved May 21, 2008