

## MEMORY STICK CODE OF PRACTICE

**Memory Sticks are extremely useful devices, but present significant risks to the security of the Council's information if lost or stolen.**

This simple code of practice will help you protect yourself, the council and its customers from the consequences of poor data security when using a Council memory stick.

**Adherence to this code is mandatory for Officers and Elected Members of Leeds City Council. Failure to do so may result in disciplinary action.**

### **DO [✓]**

1. Ensure you have read, understood and signed this Code of Practice before using a memory stick for work.
2. Only use memory sticks for work that are encrypted and procured through ICT Services.
3. Adhere to any guidance provided to you regarding the secure set-up of the memory stick.
4. Only download to a memory stick the types of information agreed with your Manager when you requested a memory stick for work.
5. Report any loss or theft of memory sticks immediately to your manager and the ICT Service Desk with a description of the information on the device.
6. Take care of the memory stick and its contents while it is in your possession. It is your responsibility.
7. Be aware of what data is on your memory stick at all times.
8. Always delete information from your device after use.
9. Reformat the memory stick every month as data remains on memory sticks after deletion.
10. Whenever you connect your memory stick to the Council network you must scan it for viruses.

### **DO NOT [✗]**

1. Use a memory stick without the explicit and recorded approval of your Manager.
2. Download personal and/or sensitive information to the device without the explicit and recorded approval of your Manager.
3. Use memory sticks to share information without the explicit and recorded approval of your Manager.
4. Connect any personally-owned memory sticks to council equipment.
5. Use memory sticks as a permanent way of storing information or rely on them to store the only copy of any information.
6. Issue memory sticks to contractors or temporary staff without the explicit and recorded approval of your Manager
7. Transfer information to and from personal devices (e.g. Home PC or Laptop) using a Council memory stick without the explicit and recorded approval of your Manager.
8. Share a memory stick issued to you with any other person.