



# SUPREME COURT OF APPEALS OF WEST VIRGINIA

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## Removable Media Policy Technology Services Division

### 1. Introduction.

**1.1 Overview.** The Court establishes this policy to minimize risks related to use of removable media and storage of sensitive information. Breaches of this policy may result in disciplinary or other corrective action. Any questions regarding this policy should be addressed to the Director of the Division of Technology Services. Any exceptions to this policy shall be reviewed on a case by case basis.

**1.2 Terms.** This policy uses the following defined terms:

(a) *Removable Media.* A type of storage device used for backup, storage or transport of data that can be removed from a computer while the system is running. Examples include, but are not limited to, CDs, DVDs, Blu-Ray disks, diskettes, external hard drives and other USB-connected drives (a.k.a. flash drives, thumb drives, jump drives).

(b) *Service Desk.* Communication center providing a single point of contact for resolution of technology issues, managed by the Division of Technology Services. Users can contact the Service Desk by email at [ServiceDesk@courtswv.gov](mailto:ServiceDesk@courtswv.gov).

(c) *Users.* Court employees and other authorized persons using the Court's computer systems and equipment. Other authorized persons include non-Court employees with a courtswv.gov user account, or other persons pre-approved to access the Court's computer systems and equipment.

(d) *Workstations.* All technology-related hardware having operating systems that are supported by the Court such as desktop computers, laptop computers, tablets, mobile devices, and any other technology-related devices.

### 2. Removable Media Usage.

**2.1** Users are only permitted to connect Court-provided removable media to Court-owned workstations.

**2.2** Users are not permitted to connect Court-provided removable media to workstations not owned by the Court.

### 3. Removable Media Storage, Security, Transport and Disposal.

**3.1** Users are only permitted to store Court data on removable media when required in the performance of assigned duties. Any user storing or transporting Court data on removable media assumes the responsibility to protect the security and confidentiality of the data with the highest standard of care possible under the circumstances. This level of care shall include, but not limited to, the following:

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- (a) Users shall protect removable media containing Court data against unauthorized access, misuse, or damage during transportation.
- (b) When in transit, sensitive data must not be left unattended and must remain in an authorized employee's physical control at all times.
- (c) Users required to transport Court data via third-parties shall only utilize secured, trackable courier or other delivery method, pre-approved by the Division of Technology Services.
- (d) Before disposing of removable media, users shall contact the Division of Technology Services.