



Pennsylvania Gaming Control Board



Policy and Procedure

Subject:	<i>Portable Storage Devices And Removable Media</i>	
Date:	<i>May 30, 2006</i>	
Number:		
By Direction Of:	Michael Walsh Director of Administration	James Buck Director of IT

BACKGROUND

The utilization of portable storage devices and removable media is increasing within the Commonwealth Enterprise. These devices/media provide a means by which to copy and transport information. Devices currently in use include flash media cards, external hard drives, flash media drives, memory sticks, diskettes, CDs and DVDs, etc.

The portability, small size and immense storage capacity of these devices presents an information security and data protection concern within the PGCB. The potential for large scale loss/theft of data within the PGCB has been heightened with the introduction of portable storage devices/removable media that have a high data storage capacity, small size and are relatively easy to use (or misuse).

POLICY

Use of any Portable Storage Device or Removable Media for PGCB confidential data is strictly prohibited without prior written approval.

A written request that has been approved by your immediate supervisor shall be forwarded to the PGCB Director of IT. Such request must contain the following:

- ☐ type of media;
- ☐ confidential data that shall be stored on the media;
- ☐ how it will be used, and;
- ☐ reason and need to use such a device.

Approval from the Director of IT is required, and such information will be provided to the Bureau of Investigations and Enforcement.

DEFINITIONS

Computer system – Any desktop personal computer, laptop, or tablet PC issued by the PGCB for use by staff in the execution of their work.

PGCB confidential data – All applicant data, related work papers, and other material such as but not limited to correspondence, investigative reports, background checks. Proprietary information from manufacturers, suppliers, vendors, licensees, applicants, and any other organization that is working with the PGCB is also considered confidential data.

Portable Storage Device or Removable Media – Any device that can be used to electronically store data outside of a computer system such as but not limited to flash media cards, external hard drives, flash media drives, memory sticks, diskettes, CDs and DVDs.

**ACKNOWLEDGMENT OF RECEIPT
OF THE PGCB POLICY FOR
PORTABLE STORAGE DEVICES AND REMOVABLE MEDIA**

I have received and fully read a copy of the PGCB policy for Portable Storage Devices and Removable Media dated May 30, 2006 and understand my responsibility to comply with the policy. I also acknowledge that the use of any Portable Storage device or Removable Media for PGCB confidential data is strictly prohibited without prior written approval.

NAME (PRINT): _____

SIGNATURE: _____

DATE: _____

BUREAU: _____

RETURN YOUR SIGNED COPY TO THE PGCB HUMAN RESOURCES DEPARTMENT