

Demo Company Limited		
Media Handling		
ISO/IEC 27001:2013		
Issue 1	A 8.3.1 Mgt of Removeable Media A 8.3.2 Disposal of Media A 8.3.3 Physical Media Transfer.	Authorised By:- Directors of Demo Company Limited
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Issue Date: 1st Nov 2021		Last Review Date: 1st Nov 2021

Scope

This controlled process defines information security controls applied for management of removable media, disposal of media, physical media transfer.

Responsibility and Authority

The appointed information security representatives are responsible for the overall management of this process including its correct implementation and regular review.

Control and Distribution

This process is issued as a controlled document and can only be updated by the authorised information management representative and must include a revision status and traceability of the change process.

A master is retained as part of the information security management system with uncontrolled copies issued at point of use.

The Process

A.8.3.1 Management of removable media

This is addressed and documented within the removable media procedure detailing the process for managing removable data in line with the documented information classification process and such devices are required to be encrypted/password protected following the organisations documented cryptographic and password processes. Disposal when no longer required to be carried as defined in 8.3.2 below. If media is required to be removed from the organisation's premises, then this requires authorisation and a record retained. The organisation discourages the use of removable media.

A.8.3.2 Disposal of media

The organisation has implemented a documented secure disposal of media procedure which addresses sanitisation, destruction, and sanitising non-volatile magnetic media. This is also addressed in controls applied to equipment section 11.2.7.

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A.8.3.3 Physical media transfer

Should the organisation be required to transfer such media including electronic and paper based they apply controls using authorised couriers who have been screened and approved to offer a secure reliable service. Where third party providers are used there are agreements to ensure security measures are implemented as detailed in supplier agreement process.

Physical protection is applied to reduce exposure to damage, the elements, heat, moisture, and electromagnetic fields. This will also include protection using encryption as detailed in the cryptographic processes.

Records are retained including protection, transportation, and safe receipt.

The above controls are particularly important when transferring confidential information.