

Security Policy   
Portable IT storage media

Information Security

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| Security Policy Portable IT storage media | |  |
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| Through | Chief Information Security Officer | |
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| Topic | Compliance | |
| Responsible function | Information security | |
| Responsible person | Dirk Franken | |
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# Principles

Portable IT storage media (such as USB memory sticks and other USB devices) are common and easy-to-use IT devices for storing information and transferring it between computers. However, the ease of use of these devices and the increasingly inexpensive storage capacities increase the risk for SÜDVERS of not being able to maintain the confidentiality of SÜDVERS information, so that their use is generally prohibited, subject to approval in individual cases (at GF level), access to them must be restricted and the information stored on them must be protected.

# Goals

Ensure that portable storage devices are generally not used and that sensitive information stored on portable IT storage devices is protected from unauthorized disclosure, subject to individual approval.

# Controls

The use of portable IT storage media on SÜDVERS IT systems must be technically prevented, unless otherwise approved in individual cases.

If individual approval has been granted, the following regulations also apply:

* Portable IT storage media must be protected in accordance with the End User Equipment Directive.
* Users of portable IT storage devices must be informed by the IT helpdesk
  + which types of portable storage media are permitted for the storage of business information (e.g. portable storage media issued or approved by SÜDVERS) and that the use of private USB devices for the storage of SÜDVERS information is prohibited.
  + what types of information may be transferred to and from portable storage devices (e.g. limited to non-classified information or encrypted files)
  + that USB devices must not be used for long-term backup or archiving purposes.
* Portable IT storage devices must be protected by encryption technologies. Further details are set out in the Information Classification Directive
* Users of portable IT storage devices must:
  + use the devices in accordance with the Acceptable Use Policy
  + store them in a safe place (e.g. in a locked or supervised office, a locked cupboard, etc.) when not in use
  + ensure that the information stored on the portable storage media is backed up (if necessary)
  + regularly check the contents of the device to identify obsolete or unwanted files
  + when they are no longer needed, return the devices to the IT helpdesk so that the information stored on them can be securely destroyed (e.g. before the device is reissued) or the device can be physically destroyed (e.g. by incineration or shredding)
  + return the devices to the IT helpdesk as part of the withdrawal procedure
* Users of portable IT storage devices are prohibited from doing so:
  + share the device with unauthorized persons
  + Passing on passwords (for accessing the device and encrypting files) to unauthorized persons.
* SÜDVERS reserves the right:
  + to confiscate, test or inspect the portable storage media of SÜDVERS
  + access, restore or delete the information stored on SÜDVERS portable storage media.