



POLICY ON TAKING BUSINESS SENSITIVE INFORMATION OUTSIDE OF ASA'S SECURE COMPUTING ENVIRONMENT

The storage, transmission and use of sensitive business information outside of ASA College.

PURPOSE

This document sets out ASA College's policy on the storage, transmission and use of sensitive business information outside ASA College, including mobile devices and portable storage media.

This document will ensure that ASA College complies with privacy laws and that sensitive business information is protected from unauthorized access, dissemination, alteration or deletion.

AUDIENCE

This policy applies to all ASA College staff & faculty who store, transmit and use sensitive business information outside of ASA College, including the use of mobile devices (e.g. laptops, blackberries), portable storage media (e.g. memory sticks or CDs) or other forms of communication (e.g. email).

SCOPE

The definitions section below gives examples of high and medium risk sensitive business information.

For the purposes of this policy, sensitive business information come in a variety of formats, including but not limited to email, word processed and/or PDF documents, spreadsheets and databases.

Information is considered "outside of ASA College" if it is stored on a mobile device, transmitted by email or otherwise stored onto a system that is not managed by or provided under contract to ASA College.

"A mobile device" is defined as any transportable device that is capable of storing data. This definition covers a very wide range of equipment, from the basic USB memory stick or memory card to pocket memo devices and laptops. It also includes, but not limited to i-Pods, MP3 players, digital cameras, camcorders, audio recorders, CD/DVD, PDA, tablets, Blackberries, smartphones, iPads, iPhones and other external hard drives and devices.

POLICY STATEMENT

The following directives underpin ASA College's policy on the storage, transmission and use of sensitive business information outside ASA College.

All staff required to comply with these directives when using mobile devices and portable storage media, or otherwise, removing information outside ASA College.

- I. Use ASA College's secure shared drives to store and access sensitive business information, ensuring that only those who need to use this information have access to it.
- II. Do not use personal equipment (such as home PCs or personal USB sticks, laptops, tablets, etc.) or third party hosting services (such as Google Mail) for high or medium risk sensitive business information.
- III. Do not use high or medium risk sensitive business information in public places. When accessing your email remotely, exercise caution to ensure that you do not download unencrypted high or medium risk sensitive business information sensitive data to an insecure device.
- IV. Consider the physical security of high or medium risk sensitive business information, for example use locked filing cabinets/cupboards for storage.
- V. Any private or medium or high risk data must not be saved on portable storage media and must stay onsite of ASA College. Removal of such data off of ASA's premises is not allowed.

CONSEQUENCES OF NON-COMPLIANCE

Violation of this policy may result in the full range of sanctions, including the loss of computer or network access privileges, disciplinary action, suspension, termination of employment, dismissal from the ASA, and legal action. Some violations may constitute criminal offenses under local, state, and federal laws. If appropriate, ASA College will carry out its responsibility to report such violations to the appropriate authorities.

ACKNOWLEDGEMENT AND CONSENT

Please sign below to acknowledge your receipt of this Policy.

By signing below, you acknowledge that you have asked any questions needed for you to understand the terms, consequences, and effect of this Policy and fully understand it.

Your signature also means that by accepting employment and/or continuing in employment after the Effective Date, you are consenting to this Policy.

Employee Full Legal Name: _____ Employee ID#: _____

(Last, First, Middle Initial)

Signature: _____ Date: _____

You may wish to keep a copy of this form for your personal records.

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