



Storage of Sensitive Data and Portable Storage Devices

Policy Number: 504

Categorized: Information Technology

Procedure: 504P

Responsible Office: VP of Information and Engineering Technologies (IET) and College Computing

Effective Date: 03/08/2024

Date Last Reviewed: 03/08/2024

1. Scope

This policy applies to all Northern Virginia Community College (NOVA) employees, including full and part-time staff, faculty, contractors, consultants, volunteers, interns and student hires, and students (collectively “users”) who use portable storage devices.

2. Policy Statement

Sensitive information should only be stored within secure network applications such as PeopleSoft, Canvas, and the NOVA HR System or on an individual’s network drive which is located on a NOVA server. Sensitive information should not be stored on portable storage devices, individual desktop computers, personal web pages/sites, or home computers. Any loss of sensitive information should be reported immediately to the VP of IET and College Computing.

In the rare event sensitive data must be stored outside a network application or network drive, it must be approved in advance by the VP of IET and College Computing.

3. Authority

[VCCS Policy Manual Section 9.4 Information Security](#)

VCCS IT Security Standard 8.3 Media Handling

[Virginia Department of Human Resource Management \(DHRM\) Policy 1.60 Standards of Conduct](#)