

Corporate Policies and Procedures			
DEPARTMENT: INFORMATION TECHNOLOGY			POLICY #: IT-06
POLICY: Mobile Hardware Security			
DATE: NOV/03	REV. DATE: AUG/2013	COVERAGE: All Employees and Elected Officials	PAGE #: 1 of 1

POLICY STATEMENT:

The County of Renfrew sets the following guidelines for its employees to protect the security and integrity of mobile computing devices.

DEFINITIONS:

Mobile Computing Devices

Any easily portable device that is capable of receiving and/or transmitting data to and from information resources. These include, but are not limited to, notebook computers, handheld computers, PDAs, and cell phones.

PROCEDURE:

1. Portable computing devices located at County of Renfrew sites must be stored in a secure environment after business hours. This may be a locked office, or locked desk drawer if not an office environment.
2. Mobile users are responsible to ensure the safety of mobile devices assigned to them. This encompasses ensuring the integrity and security of the physical environment, as well as County of Renfrew data contained on said devices. All reasonable preventative precautions should be taken when travelling with County of Renfrew hardware.
3. The Information Technology Division configures software security measures (e.g. local username and password) on all County of Renfrew computers. Do not alter or remove security measures as put in place by Information Technology.
4. The Information Technology Division maintains a comprehensive, detailed inventory of all corporate computer hardware and software. The accuracy of this inventory is critical in the event of a theft issue. No user shall add, remove, or change the location or contents of any County of Renfrew hardware without consultation with the Information Technology Division. Only County of Renfrew licensed software will be installed on County of Renfrew hardware.
5. Should the employee's laptop go missing, lost or stolen, the employee should inform the Information Technology Division as soon as possible.
6. Should a theft occur, and the employee responsible for the piece of hardware has neglected the above guidelines, the employee may be held personally liable for the replacement cost of the device.