



Removable Media Policy

1. Overview

1.1. Removable media is a well-known source of malware infections and has been directly tied to the loss of sensitive information in many organizations. The purpose of this policy is to minimize the risk of loss or exposure of sensitive information maintained by Network Claim Assessors Group and associates and to reduce the risk of acquiring malware infections on computers operated by Network Claim Assessors Group and its associates.

2. Scope

2.1. This policy covers all computers and servers operating within Network Claim Assessors Group environment.

3. Policy

3.1. Network Claim Assessors Group staff may only use Network Claim Assessors Group removable media in their computers. Removable media may not be used to download files from One drive without the explicit permission of the dedicated IT Department. Removable media pose a threat and need to be scanned for malware infections prior to connecting the media to a corporate computer and/or server.

3.2. Sensitive information should be stored on removable media only when required in the performance of your assigned duties or when providing client information directly to the client. When sensitive information is stored on removable media, it must be encrypted.

3.3. Information stored on removable media must be destroyed after the intended use and is not kept for backup purposes. The disposal of removable media must comply with the Disposal and Destruction Policy.


3.4. For security, compliance, and maintenance purposes, authorized personnel may monitor and audit equipment, systems, and network traffic as per the Acceptable Use Policy.

4. Enforcement

4.1. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. A violation of this policy by a temporary



worker, contractor or vendor may result in the termination of their contract or assignment with Network Claim Assessors Group

CEO name THYS BOTES CEO signature 

MD (Network Claims Assessors)

Signed at PAROW on this 12 day of APRIL 20 22