
SOUTHSIDE VIRGINIA COMMUNITY COLLEGE INFORMATION TECHNOLOGY SECURITY PLAN

Data Protection – *Non-Electronic Media Protection*

Protection of Sensitive Information on Non- Electronic Media (Jan 2010 Revision)

Purpose

This section outlines the best practice steps that should be taken to protect sensitive Commonwealth information that may be stored on non-electronic media such as, the spoken word, paper documents, white or black boards, photographs, etc.

Recommended Practices

These recommendations apply to non-electronic media:

1. While in use, limit access on a need to know basis by physically controlling access.
For example, sensitive documents printed to a global printer should be retrieved without delay.
2. While not in use, store in a secure location with appropriate physical controls.
3. When no longer needed, securely destroy using appropriate destruction methods such as erasing whiteboards and shredding paper.