ARIZONA DEPARTMENT OF HOMELAND SECURITY

Statewide Policy: 8250 Media Protection

What?

This policy outlines how state agencies must handle media (like USB drives, hard drives, etc.) that contains sensitive information. It covers how to store, transport, and destroy this media securely.

When?

This policy is in effect all the time and applies to both digital and non-digital media.

Why?

To prevent sensitive information from being accessed by unauthorized people, whether it's in storage, in transit, or being destroyed. This helps protect against things like identity theft, data breaches, and legal issues.

Who?

All Budget Units and anyone who handles media with sensitive information. This includes different levels of staff, from regular employees to the CIO and CISO.

How?

The agency shall require the following protections are in place.

- **Access Control:** Only authorized people can access the media.
- **Marking:** Media with sensitive information must be clearly labeled.
- **Storage:** Media must be stored securely in controlled areas and backed up. Back ups must be tested annually.
- **Inventory:** Agencies need to keep track of their media.
- **Transport:** Transporting media requires secure methods and encryption. Prior to movement, management approval is required. Agencies must develop a record of movement and ensure that record is backed up.
- **Sanitization:** Before disposal or reuse, media must be sanitized to completely erase the information. This process must be tested for accuracy annually.

Remember:

- Different types of sensitive information (like health information or tax information) have additional requirements.
- Agencies must have procedures for handling media, including backups** and secure disposal.
- The policy emphasizes strong security measures throughout the lifecycle of the media.

**Note: Requirements for backups can be found in section 6.9 of Policy 8230: Contingency planning

Where?

You can find more specifics on this policy HERE

If you have ANY questions about this or any other IT policy, **please contact grc@azdohs.gov**.

Effective: January 16, 2024