



# PORTABLE DEVICES

USB and portable devices are widely utilised in the workplace, and the NHS is no different. Use of portable devices facilitates ease of data transfer for many businesses and is viable for use in a healthcare workplace, as long as the risks are managed appropriately.

- All Portable devices are listed on the portable device register. This register is a complete list of all devices owned by HEM Clinical Ultrasound service Limited and utilised for clinic purposes.
- USB Sticks and Portable devices are **not allowed** to be removed from the premises without authorisation from a manager or director.
- USB sticks must be encrypted and password protected at all times whether in use or not.
- USB sticks should only be used when secure email (NHSmail) for data transfer is not an option. If you can e-mail it securely, e-mail first, us a USB second.
- Portable devices must never be left with information on them, they must be routinely cleared down once information has been securely transferred.
- All Portable devices used are subject to regular spot checks for data protection compliance.
- All Portable devices are subject to regular checks for malware and viruses.
- Any decommissioned devices are annotated on register wiped and destroyed securely.