Office of the Chief Information Officer Directive: IT 13.08	Published: 04/2019
Chapter: User Responsibilities	Last Review: 01/2024
Subject: **Portable Computers**	

1 DIRECTIVES

1.01 Those using a GNB-owned portable computer off GNB premises or storing GNB-sensitive data on the computer must take the security measures described in the procedures in this directive.

1.02 If GNB-sensitive data on the portable computer must be taken offsite, the user must have the manager's approval for using and transporting the data offsite.

2 PURPOSE

2.01 The purpose of this Directive is to minimize the security risks to GNB-owned portable computers and to GNB-sensitive data while the computers are both on and off GNB premises.

3 SCOPE

3.01 This directive applies to all users authorized to use and transport GNB-owned portable computers.

4 RESPONSIBILITY

4.01 **All users** are responsible to follow GNB-supplied processes or procedures documented for using and transporting GNB-owned portable computers to protect the computers against loss and to protect GNB data, IT systems, and networks from the risks of using, transporting, reallocating, and decommissioning these computers.

4.02 **IT Technical Support** is responsible:

(a) To provide procedures that enable GNB-owned portable computers to be kept current with respect to antivirus protection at all times and firewall protection if these may be connected off GNB premises to public or non-GNB networks using either cables or wireless capability.

(b) To identify which data encryption and password protection schemes are appropriate for protecting GNB-sensitive data on portable computers while offsite and providing the tools needed to enable encryption.

(c) To remove effectively all GNB-sensitive data stored on personal computers prior to reallocating or decommissioning the computers.

4.03 **Managers/Supervisors/Team Leads** are responsible to evaluate their employees' offsite computing needs and provide permission for their employees to use and transport a GNB-owned personal computer off GNB

premises.

5 DEFINITIONS

5.01 "**Portable computer**" is a stand-alone computing device that may be transported by hand and provide access to data stored on the device, support for a stored application to review and update the data, and have connection capability to other computing devices for communications, data transfer, or computer terminal capability. This may include wireless, handheld devices and tablets.

6 RELATED DIRECTIVES

OCIO IT 8.02 – Systems Security
OCIO IT 8.04 – Confidentiality and Privacy
OCIO IT 9.02 – Data Classification
OCIO IT 9.03 – Data Access Controls
OCIO IT 9.04 – Application Security Controls
OCIO IT 9.06 – Data Encryption
OCIO IT 13.01 – System Access and Acceptable Use
OCIO IT 13.03 – Passwords
OCIO IT 13.07 – Removable Media
OCIO IT 14.01 – BYOD: Acceptable Devices and Operating Systems
OCIO IT 14.02 – BYOD: System Access and Acceptable Use