



Lansing Housing Commission Electronic File Storage Policy

Overview

The File Storage Policy requires that all Lansing Housing Commission (“LHC”) data be stored and accessed only on authorized LHC provided computers and devices. All staff, contractors, consultants, and suppliers are bound by the terms of this policy.

Purpose

The File Storage Policy ensures all LHC information is accessed and stored only on authorized systems. By ensuring LHC information is accessed and stored exclusively on authorized systems, LHC can ensure its data files and client, supplier, and other organization information is properly secured and protected from unauthorized use. If LHC data is accessed from or stored on unauthorized systems, subsequent theft or loss of those systems places the Agency information, as well as that of its clients, suppliers, employees, and others, at risk of significant loss. Further, unauthorized systems and devices must not be used to access or store LHC data at any time, as the improper disposal of those systems and devices may result in substantial loss and damages. Subsequent fines and reparation costs could result, as well as civil and criminal penalties both for LHC and the Employee responsible for the breach, whether intention or unintentional.

Scope

The LHC Board, all LHC executives, directors, managers, assistants, and employees, as well as all organization suppliers, consultants, contractors, interns, volunteers, and other agents, are bound by the terms of this File Storage Policy.

4 Background Data

No LHC representative shall access or store organization data of any kind in any format using an unauthorized server, workstation, laptop, netbook, cellular telephone, or tablet computer.

- No LHC representative access or store organization data of any kind in any format using an unauthorized flash memory card, thumb drive, USB key, portable hard disk, third-party Web- or cloud-based storage service or facility or MP3 or other music, audio, or electronic device.
- LHC has implemented specific systems and carefully managed controls to protect Company data accessed from and stored on authorized organization



419 Cherry St., Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

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computers and devices. Any LHC files should be accessed directly from the Agency servers, when appropriate.

- LHC shall create departmental and organization wide data shares to allow for collaboration with other users in the organization.
- Any personal information -- including music, photographs, email, documents, spreadsheets, presentations, and databases -- stored on an LHC provided computer's Windows Desktops or My Documents folders will automatically be synchronized and copied to the organization's servers.
- Upon the LHC representative's separation from the organization, all music, photographs, email, documents, spreadsheets, presentations, databases, and other files stored by the user on organization-provided computers remains the property of the organization.
- LHC data should always be saved to My Documents, User, Department or Organization Wide shares to insure proper data retention.

5 Compliance

5.1 Compliance Measurement

LHC will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Executive Director in advance.

5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.