



**SQFT Knowledge Services**

# **MEDIA MANAGEMENT POLICY**

## Media Management Policy

### Document Revision History

Version	Document No:	Date	Brief summary of changes	Prepared By	Approved By
1.0	SQFT/MM/POL/025	1-Mar-2019	Initial version created	K.Gokhul	S.Nandhini
1.0	SQFT/MM/POL/025	1-Mar-2020	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.0	SQFT/MM/POL/025	1-Mar-2021	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.0	SQFT/MM/POL/025	1-Mar-2022	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.1	SQFT/MM/POL/025	03-Jan-2023	Reviewed and updated the policy for Privacy management systems	K.Gokhul	S.Nandhini
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# Media Management Policy

## 1 PURPOSE

The purpose of the Media Management Security Policy for Information Technology (IT) Security is to present a list of system level security guidelines to be considered in media handling, labeling, storage and security to prevent unauthorized disclosure, modification, removal and destruction of Information Assets of SQFT KS.

## 2 SCOPE

This policy applies to all activities and personnel involved in backup, storage and restoration of Information Systems data involving media like External Hard disk and such similar storage media.

## 3 POLICY

SQFT KS shall follow a consistent and structured approach to ensure that media used for the backup of critical information resources are appropriately managed during labeling, handling, in transit, storage and disposal to prevent unauthorized disclosure, modification, removal and destruction.

## 4 EXECUTIVE OWNER

- Chief Operating Officer will be the executive owner of the policy.
- The policy and revisions shall be approved by the Chairperson of the Information Security and Privacy Steering Committee.
- IT TEAM will be responsible for implementing and executing the policy mentioned in this document and the procedures / guidelines given in the related documents.
- The execution shall be monitored and reviewed by the COO.

## 5 ROLES AND RESPONSIBILITIES

Abbreviations

P – Primary Responsibility

• - Cooperative Responsibility

N/A - Not Applicable

## Media Management Policy

Responsibility

S.No	Activity	IT TEAM	COO	Departments / Support Group / SOC & NOC
1	Identification of media for backup	P	N/A	•
2	Backup of information in Media	P	N/A	•
3	Media Labeling and Storage	P	•	N/A
4	Media testing and restoration	P	•	N/A
5	Disposal definitions and Disposal	P	•	•

### 6 DEFINITIONS

Head	Group/Department Head
COO	Chief Operating Officer
ISPSC	Information Security and Privacy Steering Committee
IT TEAM	Infrastructure Team
SOC / NOC	Security Operation Centre / Network Operation Centre

### 7 ASSOCIATED DOCUMENT

- Media Management Procedure (SQFT/MM/PRO/021)

### 8 DOCUMENT MAINTENANCE

- Chief Operating Officer shall be responsible for document control and any changes.
- Updates shall be discussed in the ISPSC under the guidance of COO.
- COO shall forward the document to Chairperson of the ISPSC for approval, after review.

**End of Document**