

I. Purpose:

This policy aims to regulate corporate internal personal usage on USB Port Activation.

II. Scope:

This policy covers and binds all CSCM Corporate Level 3 Connection on USB Port Activation, including but not limited to Personal Computer and Servers.

III. Policy:

1. For users which NOT allow or Non-authorize to use USB Port will default locked by Active Directory and Antivirus Policy Control.
2. In the event such activation is needed, users have to fill in form and obtain approval by the Department Head to ensure security of such information.
3. For business operation needs, fill in 『USB Port Activation Application Form』 and submit for verification by Department Head and reviewed by the Information System Department.

IV. Enforcement:

All colleagues are bound by abovementioned security policy regulation; or subjected to the Personnel Section's Regulation in the event of breach.