

PROCEDURE FOR CHECKING USB STICKS FOR VIRUSES

For External Clients & RSE Event Speakers

Why do we need this process?

One of the most common ways for virus/malware to be transmitted is through the use of USB sticks. A virus can affect computers in many different ways: from slowing down the operations and targeting and corrupting data to the worst case scenario of bringing the whole system down. It can cause a significant amount of damage to our systems, be major disruption to our IT operation and can be costly. In order to protect our systems and equipment, and the equipment of users of our systems, we need to limit our exposure to any viruses. Therefore we operate a system to check that all USB sticks to be used on RSE IT equipment are virus free before they are used.

What is the policy for checking USB sticks?

All USB sticks must be checked to be virus free before they are used on RSE IT equipment.

We have designated a laptop specifically for this purpose. The laptop has high level anti-virus software loaded which will scan for viruses.

If the USB stick is clean, it can then be used on RSE equipment.

However, if a virus is found, the USB stick must NOT be used on RSE IT equipment.

Who does this policy apply to?

This applies to all USB stick users and includes Venue clients, speakers at RSE events, staff members, Fellows, visitors to staff meetings (eg auditors, trainers etc).

Who is responsible for applying this policy?

All RSE staff members are responsible for ensuring this policy is applied.

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What you need to be aware of prior to your event?

If possible, rather than use a USB stick for your presentation, email your presentation to either the Venue staff or Events team staff.

If you wish to use a USB stick, be aware that the checking process will take a couple of minutes. If there are several speakers each wishing to use a USB stick, a timely arrival is essential to ensure sufficient time to complete the necessary checks.

It is recommended that if you wish to use a USB stick, you bring a backup option in case there is a virus found on your original stick; as you will NOT be allowed to use it.

How is my USB stick checked for a virus?

The RSE has a designated laptop for this purpose. This is **not** connected to the RSE wireless or network and is **not** used for any task other than virus scanning.

Each USB stick is plugged into the laptop and a process followed. It takes a few minutes and informs if there is a virus present or not. If there is no virus, the USB stick can be used on RSE systems.

NB: It is recommended that if there are a number of speakers at an event the sticks are tested in the order that the speakers are due to present, in case of any time delay.

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What will happen if a virus is found?

If a virus is identified on the USB stick, it CANNOT be used on RSE IT equipment.

Reformatting the stick is not sufficient to remove the virus. It CANNOT be used at all.

What options are available for Venue Clients and RSE Event Speakers?

If a virus is found the options available are as follows:

- email the presentation to the RSE;
- use another USB stick with the presentation, although this will also need to be checked before use;
- use your own laptop at your own risk, but this CANNOT be connected to the RSE wireless or network;
- the RSE can provide a laptop specifically earmarked for use with a USB stick that has a virus. This laptop CANNOT be connected to RSE wireless or network. There will be a charge of £150 for using this laptop. This covers the costs of having the laptop cleaned after use and reinstalling lost software.