



The Prince Philip Dental Hospital

Form for Issuance and Return of USB Flash Drive

Serial No: _____
(I.T. Office Use Only)

Please read the *Notes* overleaf before completing this Form.

Flash Drive Information [To be completed by the Information Technology (I.T.) Office]			
Flash Drive ID: _____		Flash Drive Size: _____	
Request for Flash Drive (To be completed by the Applicant's Section/ Unit Head)			
Please issue a USB Flash Drive *with/ without encryption to _____ (Name of Applicant) for carrying out his/her daily work, and be informed that data/ documents to be stored in the USB Flash Drive would involve personal data of *Hospital employees/ patients/ para-dental students/ _____ (please specify).			
_____	_____	_____	_____
Section/ Unit Head's Name	Rank/Post	Signature	Date (dd/mm/yyyy)
* Please delete as appropriate			
Issuance of the Flash Drive (To be completed by both the I.T. Office and Applicant)			
The above USB Flash Drive has been issued to _____ (Name of Applicant) by the I.T. Office on _____.			
(dd/mm/yyyy)			
_____	_____	_____	_____
I.T. Operator's Name	Rank/Post	Signature	Date (dd/mm/yyyy)
<i>I acknowledge receipt of the above USB Flash Drive, and undertake to abide by the Guidelines Governing the Use of USB Flash Drives:</i>			
_____	_____	_____	_____
Applicant's Name	Rank/Post	Signature	Date (dd/mm/yyyy)
Return of the Flash Drive (To be completed by both the Applicant and the I.T. Office)			
The USB Flash Drive has been returned to I.T. Office on _____.			
(dd/mm/yyyy)			
Returned by:			
_____	_____	_____	_____
Applicant's Name	Rank/Post	Signature	Date (dd/mm/yyyy)
Received and verified by the I.T. Office:			
_____	_____	_____	_____
I.T. Operator's Name	Rank/Post	Signature	Date (dd/mm/yyyy)
Remarks:			

Notes

Issuance and Return of USB Flash Drives

1. An employee may request a USB Flash Drive from the Information Technology Office (IT Office) through his/her Section/Unit Head for storage of official documents of the Hospital by completing Form 1010 "Form for Issuance and Return of USB Flash Drive". For sensitive and highly confidential data (e.g. personnel data) which require a higher level of security, an employee may request a USB Flash Drive with encryption (see also paragraph 6 below). The employee who requests the USB Flash Drive will be held responsible for its safe custody.
2. The employee should return the USB Flash Drive to the IT Office if it is no longer of use with all data removed; or for proper disposal if it becomes malfunctioned. If the employee needs to transfer the USB Flash Drive with data to another employee on a longer term basis, both employees should go to the IT Office to update the original record of the transferor with a new Form 1010 duly signed by the transferee's Section/Unit Head to effect the transfer.

Safe Custody of USB Flash Drives

3. All USB Flash Drives must **not** be left unattended, and must be locked in a safe place after use.
4. The employee is forbidden to take the USB Flash Drive out of the Hospital building without the approval of the Comptroller.
5. USB Flash Drives shall be kept in a dry and electro-statically free space. It should also be kept away from direct sunlight, moisture and chemicals.

Backup

6. While USB Flash Drives provide a convenient and effective means to store data, employees are advised to keep another copy of the same data as backup, e.g. in local laptops or hard copy.

Hardware Encrypted USB Flash Drives

7. Employees who use hardware encrypted USB Flash Drives are required to create a password for encryption purpose. When decrypting, employees will be required to enter the same password. To strengthen the security, it is advisable that such a password should consist of at least eight (8) digits, with a combination of numeric characters and alphabets.
8. Employees should beware that the data will not be recoverable if the password is lost.

Others

9. The IT Office will perform an audit on the USB Flash Drives on a yearly basis.
10. Please also refer to Regulations Governing Use of Computers under Section E6 of the Human Resources Manual of the Hospital.