

5.2.5 Printers & Copiers

Policy

Area: 5.2 Security and Privacy	Date Issued: 2011 Sep 19
Title: 5.2.5 Printers & Copiers	Last Revision Date: 2011 Sep 27
Issued by: Information Security Manager, ITS	Approved by: Assistant Vice-President, ITS

Purpose

Network attached document scanning or printing devices offer a variety of features. While many of these features are well-known and useful, other features are hidden and have the potential to disclose user information and document contents or to otherwise cause harm.

Policy Statement

Dalhousie provides digital photocopiers and other devices capable of scanning or printing paper documents. For these devices:

1. Network settings must conform to ITS' Networks and Systems MFD configuration standards; and
2. Network and security settings must be configured and maintained only by ITS' Network and Systems or their designate; and
3. Associated mass-storage device(s) must be erased or physically destroyed according to the approved standard prior to relocation or disposal.

Applicability of this Policy

The policy is applicable to all photocopiers, printers, facsimile machines, scanners, and MFDs owned by the University and used for University purposes:

1. Network-capable units must be configured as specified in the policy statement. The policy applies whether or not the network connection is being utilized.
2. Associated mass-storage devices, either internal to the unit or attached externally, must be erased as specified. Relocation includes, but is not limited to, moving the device to another University department or returning it to the equipment vendor.

Not all device models are network-capable and not all contain mass-storage devices. The responsibility for determining applicability and for ensuring standards compliance rests with the department or faculty using the device.

Procedures

Not applicable

Standards

MFD Configuration Standards are classified as Sensitive information and are held and maintained by ITS.

Related Documents

Electronic Record Destruction Standards: http://its.dal.ca/depts/security/data_protection/#eDestruction

Definitions

mass-storage device means all types of flash memory, disk drives, and tape drives. Unlike other forms of memory (e.g. RAM), mass-storage devices typically retain data even when the device is turned off. For 'digital copiers' the mass-storage device is usually internal but it may also be connected externally

MFD means a Multi-Function Device, also known as:

- a MFP (Multi-Function Peripheral/Printer/Product)
- a MOPIER (Multiple Optical coPIER)
- an All-in-One (AiO),

and is a device that commonly includes some or all of the following document functions: printing, photocopying, faxing, and scanning

network-capable means network capability in the broadest sense and includes standard Ethernet LAN connectors, 802.x wireless network capability, Bluetooth™, or any other networking methods developed in the future.

Revision History

2010 September 27	<ul style="list-style-type: none">• Draft
2011 September 19	<ul style="list-style-type: none">• Renamed from 'Digital Copiers'• Changed Applicability wording on ownership
2011 September 27	<ul style="list-style-type: none">• Added 'designate' clause in policy on configuration