

Physical (Equipment) Asset Management Policy (including maintenance and acceptable use of physical assets)

Objective and Scope

The objective of this policy is to document how equipment assets associated with information and information processing facilities shall be defined, identified and managed to ensure acceptable use and fitness for purpose throughout the asset lifecycle.

The scope of this policy covers physical equipment assets owned or acquired and operated by the organisation. These may include either fixed or mobile, held in designated offices or located remotely.

Buildings, infrastructure, software platforms and information as an asset are not included in the scope of this document.

Roles, Responsibilities and Authorities

The Operations Director or competent IT Team delegate takes ownership of the selection of information assets as fit for purpose and ensures all IT related physical equipment assets are accounted for. This includes managing a current asset inventory and estimating asset capacity and redundancy management.

Asset owners are assigned to persons or operational areas for lifecycle management purposes.

Where an exception or deviation from an expectation or plan occurs, the senior assigned role shall make the determination in terms of what is an acceptable change. The change management process may need to be enacted.

Legal and Regulatory

Title	Reference
Data Protection Act 2018	https://www.legislation.gov.uk/ukpga/2018/12/contents
General Data Protection Regulation (GDPR)	https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/
The Telecommunications (Lawful Business practice)(Interception of Communications) Regulations 2000	www.hms0.gov.uk/si/si2000/20002699.htm
Computer Misuse Act 1990	www.hms0.gov.uk/acts/acts1990/Ukpga_19900018_en_1.htm
The Privacy and Electronic Communications (EC Directive) Regulations 2003	www.hms0.gov.uk/si/si2003/20032426.htm
The Freedom of Information Act 2000	https://www.legislation.gov.uk/ukpga/2018/12/contents
Online Safety Act 2023	https://www.legislation.gov.uk/ukpga/2023/50/contents/enacted
National Assistance Act 1948	https://www.legislation.gov.uk/ukpga/Geo6/11-12/29/enacted
Criminal Law Act 1967	https://www.legislation.gov.uk/ukpga/1967/58/introduction
The Copyright, Designs and Patents Act 1988	https://copyrightservice.co.uk/
Market Research Society Code of Conduct	https://www.mrs.org.uk/pdf/MRS-Code-of-Conduct-2019.pdf
Market Research Society Fair Data Principles	https://www.fairdata.org.uk/10-principles/

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ISO 27001/2 REFERENCES	ISO 27001: 2013 Clause ID	ISO 27002: 2013 Annex A ID	ISO 27001: 2022 Clause ID	ISO 27002: 2022 Control ID
Responsibility for assets		8.1.		
Inventory of assets		8.1.1		5.9
Ownership of assets		8.1.2		5.9
Handling of assets		8.2.3		5.10
Acceptable use of assets		8.1.3		5.10
Return of assets		8.1.4		5.11

Related Information

- [Asset Register](#)
- [Information Classification Policy](#)
- [IS within the Physical Working Environment Policy](#)

Policy

Prevision Research shall ensure physical assets providing information and information processing or storage facilities are available, fit for purpose and acceptable to enable information to be created, accurately processed, stored, transmitted, deleted securely and destroyed in accordance with business needs.

Inventory of assets - the Asset Register

Each physical asset shall be logged into the Asset Register as acquired and assigned an owner.

The Asset Register shall include the following information as a minimum:

- Asset common name and brand name
- Asset identifier (manufacturers ID or other)
- Location of asset
- Warranty and other support information provided at time of acquisition
- Asset owner
- Intended use of the asset
- Classification of asset's information security status (information that may be held within the asset)
- Protection measures required to ensure the asset is both safe and remains fit for purpose (protected from corruption or harm)
- Annual review of asset status against capacity, capability and need for replacement, repair or destruction.

Should assets be reallocated to a different individual or group the Asset Register must be updated accordingly.

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The Asset Register is subject to annual internal audit for compliance as part of the Internal Audit Schedule.

Ownership and responsibilities for physical asset lifecycle

Every physical asset shall have a designated owner or owners for the life of the asset.

The information held within the asset shall be treated according to its information classification status and only persons with the authority to access such information (according to its classification) is afforded access to the equipment asset.

Other persons or groups may use an asset on a frequent or infrequent basis, however the overall responsibility for asset management rests with the asset owner as delegated in the Asset Register.

Handling of assets and information

Access to assets shall be prescribed according to:

- the role afforded each individual and the classification of information accessible to them
- the assets assigned as listed on the Asset Register
- protection of information (permanent or temporary access) to ensure only agreed access and sharing according the protections in place according to the nature of the data
- storage as deemed appropriate to the data security content to information and the physical assets that hold the data
- physical asset storage according to the manufacturer's security instruction
- clearly marked and labeled information according to classification protocols - refer information classification policy

Acceptable use of assets and information

The owner of the asset or information is responsible for the use of any information processing facilities.

As a minimum, the owner of the asset and information shall:

- have classification and user status appropriate to the use of the physical asset and access to any information held within the asset
- be obligated to meet the requirements of the privacy, information security, password protection, social media and remote and teleworking policies.

This is established according to position description, job title or in some circumstances a particular project the individual may be assigned to.

Asset capacity management

The capacity and capability of physical assets may change over time due to natural redundancies, changing technologies or special project needs.

Asset owners shall review asset capacity status at least annually to ensure it remains fit for purpose.

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Return and destruction of assets

On termination of employment, the employee shall return assets to the Operations Director or IT Team member for cleansing of data, secure data transfer and/or asset destruction.

The employee shall be reminded of confidentiality clauses of the employment agreement and/or NDA signed on commencement of employment. While under formal notice of termination the NDA/employment agreement still applies including copying of company sensitive information.

Should an individual wish to purchase the asset from the company, the Operations Director shall approve the sale from an information security perspective. The asset shall then be wiped of all data. Alternatively, the data may be transferred to another secure device and then returned to the manufacturer's specification and tested to confirm clear status before confirming the property is fit for sale.

Information covered by this process includes user endpoint devices, portable storage devices or specialist equipment, keys/token/smart cards etc and any sensitive hard copy information.

Policy review

This policy shall be reviewed by the policy owner annually or immediately after a process change or a policy breach is known to have occurred. Refer below for the most recent review.

History table

Date	Rev No	Changes	Reviewed By	Approved By	Training Y/N