

GISP17. IT and information asset management

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Version control

Revision	Date	Revision Description
1.0	8/11/12	Approved by ISSC
1.1	5/10/17	Reviewed and updated
2.0	20/10/17	Approved by ISSC

Policy

Security Control	Ensuring University IT and information assets are known, and access to these assets is managed.
Objective	<ul style="list-style-type: none"> To ensure that the University is fully aware of all IT equipment and software assets it owns and there is a registered owner responsible for each asset. To ensure that the University is fully aware of all information assets it owns and there is a registered owner responsible for each asset. To ensure that migration and disposal of assets is managed according to defined procedures ensuring the University is compliant with financial regulations and relevant legislation. For information assets, see also the Information Classification and Data Management policy.
Policy	<p>17.1. Inventories of all University owned IT and information assets will be maintained which includes an owner for that asset who is responsible for its day to day security.</p> <p>17.2. Information assets should be classified according to the Information Classification and Data Management policy.</p> <p>17.3. Disposal of assets at the end of their useful life within the University will be in accordance with University financial regulations and external legislation governing such. Disposal of computing hardware must be done in compliance with the University's policies regarding such (see Desktop Computer Procurement and Deployment Policy).</p>
Responsibility	<ul style="list-style-type: none"> Each Faculty or service unit is responsible for ensuring an inventory is in place for the assets it owns, and that the inventory is regularly reviewed to ensure that the records held remain accurate. For departments where IT is managed by ITCS, it is responsibility of the ITCS managed IT technicians to maintain an up-to-date IT asset inventory for the department.

	<ul style="list-style-type: none"> • For other departments where the IT is not managed by ITCS, it is the responsibility of the department to maintain an up-to-date IT asset inventory for the department. • In either case, it is the responsibility of the department to maintain up-to-date inventories of the information assets it owns. • Those specified above who are responsible for the asset inventory will make this available to appropriate authorities within the University on request.
<p>Incident Management</p>	<p>Where an information asset has been compromised, the owner of that asset should be notified. Further action is as defined by GISP14.</p> <p>Where an IT or information asset is not recorded in an inventory, the manager with responsibility for the asset should provide the IT Support Manager with appropriate details.</p>