HighTable

[Company]

ASSET MANAGEMENT

POLICY

Assets and configuration

1   Document Version Control

	Last Modified	Last Modified By	Document Changes
0.1	[DATE]		Document first created

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3 Asset Management Policy

3.1 Purpose

The purpose of this policy is the identification and management of assets.

3.2 Scope

All employees and third-party users.

All company information and physical assets.

3.3 Principle

Company assets are known, identified, and managed with appropriate protection in place.

3.4 Inventory of Physical and Virtual Assets

Information and information processing, storing, and transmitting devices, both physical and virtual, are identified and an inventory of these assets is drawn up and maintained.

For each asset, at least the following, is recorded

- The asset name.
- ███████████
- ███████████████

- The classification of the asset

For physical assets additionally, at least the following is recorded

- Asset number

- Serial number

- ███████████

███████████████████

██████████████

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3.5 Inventory of Data Assets

Data and information assets are identified, and an inventory of these assets is drawn up and maintained.

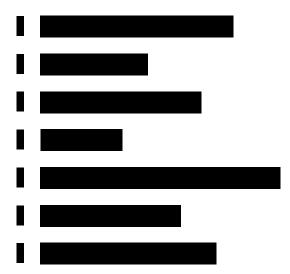For each asset, at least the following, is recorded

- The asset name.

- The asset owner

- ██████████████████

█ ████████████████

For data and information assets additionally, the following may be recorded

- Business Function using the asset

- Where the information is / the name of the application processing it

- Why we have the information

- Name of the controller

- Categories of data subjects

- How long we keep information / data retention

- ████████████

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3.6 Inventory of Software Licence Assets

Software and software licenses are identified, and an inventory of these assets is drawn up and maintained.

For each asset, at least the following, is recorded

- The asset name

- The asset version

- The asset owner

- Whether free or paid

- Number of licenses purchased

- ███████████████
- ██████████████████
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3.7   Ownership of Assets

Individuals, roles, or teams are assigned ownership of assets

Asset owners ensure assets are inventoried

3.8   Acceptable use of assets

Acceptable use of assets is in line with the Acceptable Use Policy.

3.9   Return of Assets

All employees and external party users return all organizational assets in their possession upon termination of their employment, contract, or agreement.

4 Policy Compliance

4.1 Compliance Measurement

The information security management team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

4.2 Exceptions

Any exception to the policy must be approved and recorded by the Information Security Manager in advance and reported to the Management Review Team.

4.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

4.4 Continual Improvement

The policy is updated and reviewed as part of the continual improvement process.