

# Asset Tracking and Disposal Policy

## 1. Introduction

1.1. Asset management is the process of receiving, tagging, documenting, and eventually disposing of equipment. It is critically important to maintain up to date inventory and asset controls to ensure computer equipment locations and dispositions are well known. Lost or stolen equipment often contains sensitive data. Proper asset management procedures and protocols provide documentation that aid in recovery, replacement, criminal, and insurance activities.

1.2. This policy provides procedures and protocols supporting effective organizational asset management specifically focused on electronic devices.

1.3. This policy applies to all INA employees including temporary workers who need to use INA electronic devices as part of/to carry out their duties. These people are referred to as “users” in the rest of this document.

1.4. INA Prime Solutions aims at all times to conduct its business in a professional manner and to provide the highest possible level of service, both internally and to its customers. Any loss, compromise, or misuse of INA digital assets, however caused, could have potentially devastating consequences for INA and may result in financial loss and legal action.

## 2. Definitions

2.1. An information asset is any data, device, or other component of the environment that supports information-related activities. Assets include hardware (e.g. laptops), software and confidential information (e.g. a person’s record).

2.2. Inappropriate use of information assets exposes INA and the service users who entrust us with their data to risks.

2.3. A data subject is a person or organization to whom data relates.

2.4. A data controller is a person or organization who is legally in charge of a data asset. INA is the data controller for many of the assets it holds.

2.5. A data processor is a person or organization who is tasked by a data controller with using a data asset.

2.6. A user is any person or organization accessing information assets.

2.7. Personal data is data that relates to an individual. For example, name, address and date of birth are examples of personal data.

2.8. "PC" means any computer device such as a tablet, laptop or desktop.

2.9. "mobile" means any portable device with a mobile network connection including smart phones, standard phones, Personal Digital Assistants. Note that some tablet devices (e.g. a tablet with a mobile network connection) fall into both the PC and mobile category and rules for both must be followed.

### **3. Policy Statements**

3.1. It is the responsibility of all INA users to know this policy and to conduct their activities accordingly. Breach by any user could result in disciplinary action or other appropriate action being taken.

3.2. The policy is not designed to be obstructive. If any INA user believes that any element of this policy hinders or prevents them from carrying out their duties, they can contact the IT department or Human Resources.

3.3. This policy is supported by other policies which should be read with it.

### **4. Asset Types, Asset Value, Asset Tracking Requirements and Asset Disposal and Repurposing**

#### **4.1. Asset Types**

4.1.2. The following minimal asset classes are subject to tracking and asset tagging:

- Desktop workstations
- Laptop mobile computers
- Tablet devices
- Printers, copiers, fax machines, and multifunction print devices
- Handheld devices
- Scanners
- Servers
- Network appliances (e.g. firewalls, routers, switches, Uninterruptible Power Supplies (UPS), endpoint network hardware, and storage)
- Private Branch Exchange (PBX) and Voice over Internet Protocol (VOIP) Telephony Systems and Components

- Internet Protocol (IP) Enabled Video and Security Devices
- Memory devices
- Software licenses-classified as either operating expense e.g Salesforce or asset .e.g.Contact Centre

#### **4.2. Asset Value**

4.2.1. Assets which cost less than \$200 shall not be tracked, including computer components such as smaller peripheral devices, video cards, keyboards, or mice. However, assets which store data regardless of cost shall be tracked either as part of a computing device or as a part of network attached storage. These assets include:

- Network Attached Storage (NAS), Storage Area Network (SAN) or other computer data storage
- Temporary storage drives
- Tape or optical media with data stored on them including system backup data

4.2.3. Additionally, assets bought in multiples where combined value is greater than \$300 shall be tracked (e.g. 3 items @\$150 each, 50 items @ \$100)

#### **4.3. Asset Tracking Requirements**

4.3.1. The following procedures and protocols apply to asset management activities:

- All assets must have an internal asset number assigned and mapped to the device's serial number.
- An asset-tracking database shall be created to track assets. It shall minimally include purchase and device information including:
  - Date of purchase
  - Supplier
  - Make, model, and descriptor
  - Serial Number
  - Location-Office floor or Home
  - Type of asset
  - Owner/Staff member
  - Department
  - Disposition

4.3.2. Prior to deployment staff shall assign an ID to the asset and enter its information in the asset tracking database. All assets maintained in the asset tracking database inventory shall have an assigned owner.

#### 4.4. Asset Disposal and Repurposing

4.4.1. Procedures governing asset management shall be established for secure disposal or repurposing of equipment and resources prior to assignment, transfer, transport, or surplus.

4.4.2. When disposing of any asset, sensitive data must be removed prior to disposal. IT support staff shall determine what type of data destruction protocol should be used for erasure. Minimally, data shall be removed using low level formatting and degaussing techniques. For media storing confidential or personally identifiable information (PII) that is not being repurposed, disks shall be physically destroyed prior to disposal.

Review and update of this document will take place when changes require revising the **Asset Tracking and Disposal Policy**. Such modifications may relate to changes in roles and responsibilities, release of new legislation or the identification of a new policy area, in consultation with appropriate members and their approval on all revisions to this Acceptable Use Policy. When approved a new version of the policy will be issued and all affected departments will be informed of the changes.