

Demo Company Limited		
Asset Management		
ISO/IEC 27001:2013		
Issue 1	A.8.1.1 Inventory of assets A.8.1.2 Ownership of assets A.8.1.3 Acceptable use of assets A.8.1.4 Return of assets.	Authorised By:- Directors of Demo Company Limited
Page 1 of 2	Effective Date: 1st Nov 2021	Classification:- Internal
Issue Date: 1st Nov 2021		Last Review Date: 1st Nov 2021

Scope

This controlled process defines Information security controls applied for inventory of, ownership, acceptable use and return of assets.

Responsibility and Authority

The appointed information security representatives are responsible for the overall management of this process including its correct implementation and regular review.

Control and Distribution

This process is issued as a controlled document and can only be updated by the authorised information management representative and must include a revision status and traceability of the change process.

A master is retained as part of the information security management system with uncontrolled copies issued at point of use.

The Process

A.8.1.1 Inventory of assets

An **Inventory of assets** is documented detailing the life cycle of information and assets that process such information and includes creation, processing, transmission, ownership, classification, labelling storage, protection, location, deletion, and destruction of all assets. This document is reviewed and maintained to ensure changes and additions are included.

A.8.1.2 Ownership of assets

Asset owners are documented within the **Inventory of Assets**. It is their responsibility to ensure that assets are inventoried and maintained as appropriate. Asset owner responsibilities ensure that information assets are assigned, classified, registered, controlled, and reviewed.

Assets are documented and managed in groups based on use and level of risk/classification.

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A.8.1.3 Acceptable use of assets

Employees and relevant external parties are made aware of the acceptable use of assets through the training and awareness program and is documented in the information classification controls section 8.2.3

Ensure this is included in training and awareness register.

A.8.1.4 Return of assets

Details of asset returns, relating to termination of employment, are documented within termination or change of employment responsibilities which includes details of company actions such as removal of access rights and return of business property. This is documented as part of the **exit checklist**. The current location of assets is also documented within the **Inventory of Assets** and processes as documented in equipment section 11.2.7.

Need to include this in termination or change of employment responsibilities.