

# Asset Management Guide

## Equipment Tracking and Monitoring

We maintain detailed records of all IT equipment, including model numbers, serial numbers, locations, and categories. Our Finance Department keeps a Fixed Asset Register of valuable items, which is verified annually by independent personnel to ensure accuracy and accountability.

All equipment is uniquely identified and tracked from the moment we acquire it until it's decommissioned. This systematic approach helps us maintain security standards and ensures nothing falls through the cracks.

## Physical Security Measures

Our facilities have controlled access with entry logging and CCTV monitoring. Equipment is positioned to minimise visibility from public areas, and portable devices are stored in locked facilities when not in use. Access to systems and infrastructure is restricted to authorised personnel who have undergone background checks and security training.

## Secure Disposal Procedures

When equipment reaches end-of-life, we follow strict disposal procedures to protect data. All hard drives are physically removed and destroyed before any equipment leaves our facility. This ensures that data cannot be recovered through any means.

We comply with WEEE (Waste Electrical and Electronic Equipment) Legislation for proper disposal of electronic equipment, and our procedures meet UK GDPR and Data Protection Act 2018 requirements. Software licenses are properly removed before disposal, and we maintain full documentation of disposal reasons and methods.

## Policy Integration

This Asset Management Policy works alongside our other security policies, including Information Security, Physical and Environmental Security, Mobile Device, and Acceptable Use policies. Together, these form our comprehensive security framework.

We hold ISO 27001, ISO 9001, and ISO 14001 certifications, Cyber Essentials accreditation, and PCI-DSS compliance.

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