

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 minimize visibility from public areas, and portable devices are stored in locked facilities when not in use. Access to systems and infrastructure is restricted to authorized 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.

Our waste electrical equipment disposal procedures meet PIPEDA and Canadian privacy law requirements. Software licenses are properly removed before disposal, and we maintain full documentation of disposal reasons and methods.

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