

Asset Management Policy

How we inventory and protect hardware, software, and data assets.

Version: 1.0 · **Last updated:** January 2026 · **Owner:** Security Lead

1. Purpose

To ensure information assets are identified, owned, and protected throughout their lifecycle.

2. Scope

Company devices, cloud accounts and services, software, and data assets.

3. Inventory

- We maintain an inventory of company devices and the cloud services and accounts we use.
- Each significant asset has an owner responsible for its security.

4. Acceptable use & handling

Assets are used in line with our Acceptable Use and Data Classification policies.

5. Lifecycle

- Assets are provisioned through approved channels.
- On decommissioning, data is securely removed before disposal or reassignment.

6. Review

This policy is reviewed at least annually.