

## **Category: INFORMATION TECHNOLOGY IT ASSET MANAGEMENT**

### **I. PURPOSE**

This policy is designed to protect the organizational resources on the network by establishing a policy and procedure for asset control. These policies will help prevent the loss of data or organizational assets and will reduce risk of losing data due to poor planning.

Describe the actions taken for proper acquisition, installation, handling, tracking, and disposal of Information Technology (IT) assets to meet defined requirements for:

- Ensuring adherence to VIVAJIVA and industry standards;
- Ensuring consistency throughout the Agency; and
- Conforming to or complying with customer, legal, and regulatory requirements.

### **II. SCOPE**

This procedure applies to all VIVAJIVA IT assets.

### **III. DEFINITIONS**

"Information Technology (IT) Asset" refers to any computer hardware, software, Information Technology-based VIVAJIVA information, related documentation, licenses, contracts or other agreements, etc. In this context, "asset" and "Information Technology (IT) Asset" are understood to be the same.

### **IV. ASSETS TRACKED**

This section defines what IT assets should be tracked and to what extent they should be tracked, categorized below are the types of assets subject to tracking.

1. Computer systems -Laptops and desktops
2. Printers, Copiers, Fax Machines, Multifunction Machines
3. Handheld devices
4. Networking Equipment: Switches, Routers, Firewalls, Servers

## **Category: INFORMATION TECHNOLOGY**

5. Desk Phones
6. Misc. Hardware

### **V. POLICY**

#### **A. IT ASSET PLANNING**

Certain activities/events may trigger acquisition and/or disposition of IT Assets, such as:

- Scheduled asset acquisitions, conducted in accordance with the Information Technology Plan.
- Receiving an IT Asset Requisition/Disposal Form due to an unplanned event.

IT Support shall review each IT Asset Requisition/Disposal Form which shall be submitted to the Director of Administration and Finance for budget approval.

#### **B. IT ASSET ACQUISITION**

VIVAJIVA personnel shall use the IT Asset Requisition/Disposal Form to request new or replacement IT Assets. This form shall be approved by the appropriate department manager before being submitted to IT Support.

- The same form shall be used for assets being relocated within VIVAJIVA or disposed of due to obsolescence.

If a purchase or lease agreement exists for the kind of asset being requested, that asset shall be ordered from the existing vendor, pursuant to the terms of the agreement.

- If such an agreement does not exist, IT Support may recommend entering into one.

#### **C. IT ASSET INSPECTION, ACCEPTANCE & DISTRIBUTION**

Physical assets shall be received by the Administrative Assistant and forwarded to IT Support.

- IT Support may receive non-physical assets, such as application software, directly from the vendor.

## **Category: INFORMATION TECHNOLOGY**

IT Support shall inspect and test assets for performance and capability prior to acceptance, if possible.

- Administration and Finance shall contact the vendor for replacement of the nonconforming asset and dispose of the nonconforming asset in accordance with any purchase/lease agreement in place.

All assets must have an ID number. Either an internal tracking number will be assigned when the asset is acquired or the use of Manufacturer ID numbers must be specified in this policy.

An asset tracking database shall be created to track assets. It will include all information on the Asset Transfer Checklist table and the date of the asset change.

When an asset is acquired, an ID will be assigned for the asset and its information shall be entered in the asset tracking database.

IT Support shall forward the packing slip or invoice to the Administrative Analyst for payment.

Only IT Support shall distribute and install IT Assets.

- In the case of assets designed for use by individuals, installation shall be scheduled primarily for the user's convenience.
- In the case of assets used by multiple individuals (network hardware/software, operating systems, common application software, etc.)
  1. Installations shall be scheduled at a date and time that will affect the least number of users
  2. Ample advance notice shall be given to affected users.
  3. IT Support shall mitigate risk by ensuring backup and/or redundancy of the affected systems/applications, in accordance with the IT Security Plan Policy.
- Upon installing hardware, IT Support shall give each item a unique Asset ID.

## **Category: INFORMATION TECHNOLOGY**

IT Support shall update the IT Asset Inventory Database and IT Network Map after installing assets.

### **D. IT ASSET DISPOSAL**

When technology assets have reached the end of their useful life, they should be given to IT Support for proper disposal.

This policy applies to any computer/technology equipment or peripheral devices that are no longer needed within VIVAJIVA including, but not limited to the following: personal computers, servers, hard drives, laptops, peripherals (keyboard, mice, and speakers), printers, portable storage devices (i.e. USB drives), backup tapes and printed materials. VIVAJIVA's Asset Disposal solution allows VIVAJIVA to dispose of old IT and electronic equipment in a secure, compliant, cost effective and ecologically responsible manner.

Personnel shall request disposal of IT Assets by completing the bottom half of the IT Asset Requisition/Disposal Form and forwarding the form to IT Support.

All IT Assets shall be disposed of in accordance with the Technology Equipment Disposal Policy.

Asset disposal is a special case since some assets might have sensitive data on it. VIVAJIVA's disposal policy will mandate that all assets that contain data will have the disks wiped using disk destruction software like: PCDiskEraser, KillDisk or HDDEraser. The data must be erased using an approved technology to make sure it is not readable using special hi technology techniques. The following asset types will be checked for HDD's and wiped.

- Memory stick

- CD ROM disk

- Storage tape

- Hard drive

## **Category: INFORMATION TECHNOLOGY**

Technology equipment with non-functioning memory or storage technology will have the memory or storage device removed and it will be physically destroyed.

IT Support will place a sticker on the equipment case indicating the disk wipe has been performed. The sticker will include the date and initials of the technician who performed the disk wipe.

No computer equipment should be disposed of via dumps, landfill, etc. IT Support will properly remove all data prior to final disposal. Final disposal will be processed through a certified e-waste recycle vendor.

Upon disposal of said assets, IT Support shall update the IT Asset Inventory Database and IT Network Map.

### **E. IT ASSET VERIFICATION**

IT Support shall conduct a periodic assessment of IT Assets to verify their status (i.e., in use/not in use).

If an asset is not being used or is not being used as specified (for example, the IT Asset Inventory Database and IT Network Map are not in agreement), IT Support shall take corrective action, which may include:

- Taking the asset out of service
- Initiating an incident report.

## **VI. POLICY COMPLIANCE**

### **A. COMPLIANCE**

The IT Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

**Category: INFORMATION TECHNOLOGY**

**B. NON-COMPLIANCE**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

**C. LOSS/THEFT OF ASSET**

Employees have to pay back the value of Asset to the company in scenario of Loss/Theft of the allocated Asset.

---