



Health Informatics Centre
University of Dundee



IS 802159



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Asset Management

PURPOSE

The purpose of this SOP is to ensure that all HIC's assets are identified, recorded and managed in accordance with the ISO27001 standard.

HIC categorises information assets as:

- Infrastructure
- Data
- Service
- End User Computing
- Accounts and Projects

SCOPE

The scope of this SOP extends to all HIC Teams, third parties, vendors and partner agencies who utilise or who are responsible for the development, management, and maintenance of HIC assets.

RESPONSIBILITIES

ROLE	RESPONSIBILITY
Asset Owner	Accountable for the day-to-day management of assets
Delegated Asset Owner	Responsible for the creation, review and updating of assets
Business Support Team	Responsible for supporting asset management process and communicating to stakeholders

PROCEDURE

Policy

[Asset management policy - University of Dundee](#)

[Acceptable use policy - University of Dundee](#)

For overall Policy see [Legal and Governance Policy](#)

Principles

1. **Information Classification and Handling:** All HIC information has a value to the organisation, however not all the information has an equal value or requires the same level of protection. Being able to identify the value of information assets is key to understanding the level of security that they require. HIC maintains an Information Classification and handling scheme which involves grouping information and categorising content to establish the most appropriate way of handling, storing, retrieving and to determine who is authorised to access Information.

Steps

1. **Inventory of Assets:** Any assets which are of value to HIC needs to be identified and managed over its lifecycle. HIC are required to show how assets are managed and controlled, based around their importance.
2. **Ownership of Assets:** All assets must have owners. Each owner is responsible for protecting the confidentiality, integrity, and availability of the information. Assets will have delegated staff who are responsible for the effective management of the asset during the asset lifecycle. Owners will ensure:
 - Assets are inventoried.
 - Assets are correctly classified and protected.
 - Access restrictions to the asset and its classification are periodically reviewed.
 - Assets are handled correctly when being deleted or destroyed.
3. **Acceptable Use of Assets:** HIC will refer to the University of Dundee Policy on [Acceptable use](#)
4. **Return of Assets:** Upon termination of business relations, all users in possession or have access to information assets need to return them to HIC or have access removed by HIC.

APPLICABLE REFERENCES

- University of Dundee Acceptable Use Policy
- University of Dundee Asset Management Policy
- Information Classification
- [For Definitions see ISMS Glossary](#)

DOCUMENT CONTROLS

Process Manager	Point of Contact
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Revision Number	Revision Date	Revision Made	Revision By	Revision Category	Approved By	Effective Date
1.0	01/01/24	Moved SOP to Confluence from SharePoint and updated into new template	Bruce Miller and Symone Sheane	Superficial	HIC ISMS team member	10/01/24
1.1	04/04/24	Updated Roles and Responsibilities	Bruce Miller	Superficial	HIC ISMS team member	5/04/24
1.2	10/04/24	Formatted document	Symone Sheane	Superficial	HIC ISMS team	10/04/24

		control table and added in revision category			member	
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