



HIC SOP 18/1.0
Effective Date: 15/11/2022

HIC STANDARD OPERATING PROCEDURE

Asset Management

SOP NUMBER:	HIC SOP 18
VERSION NUMBER:	1.0
EFFECTIVE DATE:	15 th November 2022
DOCUMENT SECURITY LEVEL:	Open
REVIEW DATE:	This SOP will be reviewed at least annually, or at other times as requested by: HIC Information Security & Governance Committee
AUTHOR:	Jenny Johnston
DATE APPROVED BY INFORMATION GOVERNANCE COMMITTEE:	15/11/2022
DATE APPROVED BY THE HIC EXEC COMMITTEE:	23/09/2022
DATE APPROVED BY THE OPERATIONAL COMMITTEE:	
CONTACT PERSON FOR THIS SOP:	Information Governance and Security Manager



HIC SOP 18/1.0
Effective Date: 15/11/2022

DOCUMENT HISTORY:

Version Number:	Edited by (job title):	Effective Date:	Details of editions made:
1.0	Aaron Jackson Chris Hall Kenny Gillen Jenny Johnston	15/11/2022	Creation and review

***Draft and Archived/Obsolete revisions are not to be used.
Access the current versioning system to verify revision.***



HIC SOP 18/1.0
Effective Date: 15/11/2022

1. 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

2. 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.

3. DEFINITIONS

For overall Definitions see HIC Services SOP Appendix B – Definitions.

1. RESPONSIBILITIES

<u>Information Security & Governance Manager</u>	Accountable for HIC Asset Management Compliance and responsible for SOP review
<u>Asset Owner</u>	Accountable for the day-to-day management of assets
<u>Delegated Asset Owner</u>	Responsible for the creation, review and updating of assets
<u>Business Support Team</u>	Responsible for supporting asset management process and communicating to stakeholders.



HIC SOP 18/1.0
Effective Date: 15/11/2022

4. PROCEDURE

4.1 Policy

4.1.1 [Asset management policy | University of Dundee](#)

4.1.2 [Acceptable use policy | University of Dundee](#)

4.2 Overview

4.2.1 Inventory of Assets

4.2.1.1 Any assets which are of value to HIC needs to be identified and managed over its lifecycle.

4.2.1.2 HIC are required to show how assets are managed and controlled, based around their importance.

4.2.2 Ownership of Assets

4.2.2.1 All assets must have owners. Each owner is responsible for protecting the confidentiality, integrity, and availability of the information.

4.2.2.2 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

4.2.3 Acceptable Use of Assets

4.2.3.1 HIC will refer to the University of Dundee Policy on [Acceptable use](#)

4.2.4 Return of assets

4.2.4.1 Upon termination of business relations, all users in possession of information assets need to return them to HIC.



HIC SOP 18/1.0
Effective Date: 15/11/2022

4.3 Information Classification and Handling

4.3.1.1 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.

5. APPLICABLE REFERENCES

University of Dundee Acceptable Use Policy
University of Dundee Asset Management Policy
Information Classification
SOP Appendix B - Definitions

6. ISO CONTROL DESCRIPTION

A.8.1.1	Inventory of Assets
A.8.1.2	Ownership of Assets
A.8.1.3	Acceptable Use of Assets
A.8.1.4	Return of Assets
A.8.2	Information classification