

COMPANY LOGO	Activity Management Policy	REVIEW
VERSION:		CLASSIFICATION

Activity Management Policy

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1 Document version control

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3 Asset management policy

3.1 Purpose

The purpose of this policy is the identification and management of assets.

3.2 Recipients

All employees and third-party users.

All corporate information and physical resources.

3.3 Principle

Company assets (assets) are known, identified and managed with appropriate protection.

3.4 Inventory of physical and virtual resources

Information processing, storage and transmission devices, both physical and virtual, are identified and an inventory of these assets is compiled and maintained.

The following is recorded for each asset

- The name of the resource.
- The owner of the property
- The importance of the good

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- Asset Classification

In addition, for tangible goods, at least the following is recorded

- Number of activities
- Serial number
- If in use
- Date and date of last control
- What the asset does
- A description of the process of information, stored or transmitted

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3.5 Inventory of data resources

Data and information resources are identified and an inventory of these resources is compiled and maintained.

At least the following is recorded for each asset

- The name of the resource.
- The owner of the property
- The importance of the good
- Asset Classification

In addition, the following can be recorded for data and information resources

- Business function using the asset
- Where the information is located / the name of the application that processes it
- Because we have the information
- Name of data controller
- Stakeholder categories
- How long do we keep information/data retention
- Data Classification
- Categories of personal data
- Categories of recipients
- If international transfers and additional security measures are carried out
- Description of technical and organisational controls

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- Legal basis for treatment
- Data volume
- Risks for those concerned
- Risk assessment
- Actions to reduce or mitigate risks
- Date Last Evaluation
- Date of next evaluation

3.6 Inventory of software licence resources

Software and software licences are identified and an inventory of these assets is drawn up and maintained.

At least the following is recorded for each asset

- The name of the resource
- The asset version
- The owner of the property
- Both free and paid
- Number of licences purchased
- Number of licences used
- Location of actual licences
- Where the software is distributed
- Date Last Evaluation

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- Date of next evaluation

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3.7 Property Ownership

Individuals, roles or teams are assigned ownership of resources

Resource owners ensure that resources are inventoried

Resource owners ensure that resources are properly classified and protected

Resource owners ensure proper management when the resource is deleted or destroyed in line with the classification and information management policy.

The owner of the property may delegate routine tasks

3.8 Acceptable use of goods

Acceptable use of resources is in line with the acceptable use policy .

3.9 Return of goods

All employees and users of third parties return all organisational resources in their possession at the end of the employment relationship, contract or agreement.

Where an employee or third-party users purchase organisation equipment or use their own personal equipment, procedures are in place to ensure that all relevant information is transferred to the organisation and securely deleted from the equipment.

During termination notice periods, the company controls unauthorised copying of company information by terminated employees or external users.

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4 Compliance with standards

4.1 Measuring Compliance

The information security management team will verify compliance with this policy through various methods, including but not limited to business tool reports, internal and external audits, and feedback to the policy owner.

4.2 Exceptions

Any exception to the policy must be approved and recorded by the information security officer in advance and reported to the management review team.

4.3 Non-compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including dismissal.

4.4 Continuous improvement

The policy is updated and revised as part of the continuous improvement process.

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