1. **Scope**

All of Retirement Capital’s information assets are inventoried, in line with this procedure.

1. **Responsibilities**
   1. The Director (CISO) is responsible for implementing and maintaining the asset inventory.
   2. All asset owners (as defined below) are responsible for providing the information required under this procedure and for ensuring that it is maintained and kept up to date.
2. **Procedure** [ISO27002 Clause 8.1.1]
   1. Retirement Capital maintains a single inventory of information assets, which is subdivided into a hardware inventory ([ISMS-C REC 8.1.1](ISMS-C_DOC_8.1.1.docx)) (all computing and information processing equipment, including printers, fax machines, photocopiers, etc.), a software log ([ISMS-C REC 8.1.1a](ISMS-C_REC_8.1.1a.docx)), an information asset database ([ISMS-C REC 8.1.1b](ISMS-C_REC_8.1.1b.docx)) (e.g. client database, sales records, accounting ledgers), and a schedule of intangible assets ([ISMS-C REC 8.1.1c](ISMS-C_REC_8.1.1c.docx)). In addition, Retirement Capital maintains a schedule of key information-related services (which includes designated secure areas) ([ISMS-C REC 6.1.3](../Control%20A6%20-%20organisation%20of%20information%20security/ISMS-C_REC_6.1.3.docx)) and management is aware of those individuals whose skills, knowledge and experience are considered essential.
   2. This inventory is the asset inventory that is used in the risk assessment process (see[*RM-ISMS DOC 6.1.2*](../Section%206%20-%20planning/RM-ISMS_DOC_6.1.2.docx)).
   3. For each asset, Retirement Capital documents sufficient information to identify the asset (type or category of asset, make or manufacturer, model, serial number), identifies the physical (or logical) location of the asset, information security classification of each asset, the purchase cost/current written down value/insurance value for each asset, and the security processes or controls (including access controls, backups, etc.) associated (following a risk assessment) with each asset (see control section 6.1.1.9 in the [Manual](../Manual)).
   4. For each asset, Retirement Capital identifies the business unit or business role that ‘owns’ the asset. For software, the owner is its trained system administrator. The owner is responsible for ensuring that the asset is correctly classified, for the day to day maintenance of the identified controls (see control section 6.1.1.10 in the Manual), that access controls (see control section 9.1 in the Manual) are defined and periodically reviewed, and that vulnerabilities are identified and patched in line with [ISMS-C DOC 12.6.1](../Control%20A12%20-%20operations%20security/ISMS-C_DOC_12.6.1.docx).
   5. Retirement Capital groups some assets together into composite information ‘systems’, in which case it identifies the assets within the system and the owner is the business unit or role responsible for the system.
   6. Owners may delegate routine tasks, in respect of their assets or systems, in line with section 2.2 of the Information Security Manual.
   7. All new information assets are added to the appropriate schedule as and when they are acquired (in line with [ISMS-C DOC 8.1.1](ISMS-C_DOC_8.1.1.docx)), together with details of the required security processes/controls, and removed from the schedule when they are disposed of (in line with [ISMS-C DOC 11.2.7](../Control%20A11%20-%20physical%20and%20environmental%20security/ISMS-C_DOC_11.2.7.docx)).

***Document Owner and Approval***

The Information Security Manager is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This procedure was approved by the Chief Information Security Officer (CISO (DIRECTOR)) on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

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| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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