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<tr>
<td>1.0</td>
<td>Vice-President, Finance and Operations</td>
<td>7 June 2016</td>
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**Standard Statement**

Appropriate management of IT assets is a fundamental requirement of any Information Security Management System (ISMS). UNSW must employ robust IT asset management processes to ensure IT assets are identified, inventoried and maintained.

In the context of this standard, an IT asset is any UNSW owned or managed data link, physical device, o/s firmware, application, database, middleware (collectively known as a service) that connects to the UNSW enterprise. This document does not address information assets such as data or process documentation which should be inventoried within the appropriate management system (i.e. SharePoint, EDW), classified and handled in line with the Data Classification Standard and Handling Guidelines.

The System Owner is the individual (manager) and entity (organisation e.g. UNSW IT communication unit, HR, Finance) that has approved management responsibility (business owner) for the support of the asset.

The Business Owner is the individual (i.e. CTO / Chief Digital Officer / Dean / HoS / Directors) and entity (organisation e.g. UNSW IT, HR, Finance) that has property rights (financial) of the asset.

**Asset Examples:**
- Data Link: ADSL, MPLS.
- Device: PABX, Switch, Router, Firewall, Server (physical & virtual), appliance, notebook, desktop, smart phone or tablet, printers.
- O/S: LINUX, Microsoft.
- Application: Oracle PeopleSoft Financials, Salesforce.
- Database Oracle.
- Middleware: SAS, SQL, Oracle Fusion.

Project Management, Design, Implementation, Support and ISMS processes rely upon an accurate, asset inventory in order to operate effectively. These processes include, but are not limited to, the following:
- Change management.
- Security risk assessment.
- System currency (supported version, maintenance, licence agreements).
- Configuration management.
- Vulnerability and patch management.

This Standard defines and sets out how IT assets must be managed, addressing the controls that account for and maintain an accurate asset inventory.

**Scope**

This standard applies to all users of UNSW Information and Communication Technology resources – including (but not limited to) staff (including casuals), students, consultants and contractors, third parties, agency staff, alumni, associates and honoraries, conjoint appointments and visitors to UNSW.

**Are Local Documents on this subject permitted?**
- Yes
- Yes, subject to any areas specifically restricted within this Document
- No

**Standard**

1. Controls..................................................................................................................................... 2
   1.1 IT Asset Management.............................................................................................................. 2
1. **Controls**

1.1 **IT Asset Management**

1.1.1 System Owners must identify and maintain accurate details of assets in a central asset inventory (Configuration Management Data Base). The asset inventory must include, if applicable:

   a) The System Owner.
   b) Business Owner.
   c) Unique asset identifier (e.g. barcode) and location i.e. Secure Data Centre.
   d) Description of the business and technical purpose of the asset, e.g. faculty access switch.
   e) Information such as vendor name, model number, serial number, code / firmware version, hostname / application (i.e. FQDN), IP address, circuit reference, license number.
   f) Security Zone, as per the ITSS_15 Network Security standard i.e. Trusted.
   g) Risk Classification i.e. high as calculated by the classification questionnaire.

1.1.2 The IT asset inventory must be updated when:

   a) An asset is commissioned e.g. brought into production.
   b) A break-fix or upgrade situation involving the replacement of an asset i.e. infrastructure module replacement where the hardware and therefore serial number has changed.
   c) Code or version change owing to upgrade or patch.
   d) An asset is decommissioned i.e. removed from production.

1.1.3 The IT asset inventory must be reconciled at least annually.

1.1.4 Access to the IT asset inventory is limited to authorised staff who have a valid business need.

1.2 **IT Asset Business and System Owner Responsibilities**

1.2.1 Business and System owners must be assigned for all assets under management.

1.2.2 Business owners are ultimately accountable for all assets and must nominate, define and document responsibilities of the appointed System Owner.

1.2.3 System Owners must ensure in scope controls detailed within the ISMS standards are addressed, specifically:

   a) Document and manage the asset as per the 2.1 IT Asset Management section of this document.
   b) Identify, deploy, monitor and report the effectiveness of information security control’s associated with the assets across in scope information security standards.
   c) Identify, assess, treat and review risks for their assets.
   d) Report security incidents and perceived risks affecting assets via the UNSW IT Service desk.
1.2.4 System Owners must protect IT assets according to the requirements specified by Business Owners.

1.3 Data Classification and Handling
1.3.1 Data owners (opposed to Business or System Owners) must classify the data being processed, stored or transmitted in line with the Data Classification Standard.
1.3.2 Based on Data Classification the System Owner must implement appropriate ISMS and Data Handling controls to maintain Confidentiality, Integrity and Availability of UNSW Data.

2. Control Exceptions
All exemption requests must be reviewed assessed, and approved by the relevant business stakeholder. Please refer to the ISMS Base Document for more detail.

3. ISMS Mapping with Industry Standards

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4. Document Review, Approval & History
This section details the initial review, approval and ongoing revision history of the standard. Post initial review the standard will be presented to the ISSG recommending the formal UNSW policy consultation and approval process commence.

A review of this standard will be managed by the Chief Digital Officer on an annual basis.

4.1 Quality Assurance
This document was designed and created by external and internal consultants in consultation with internal key technical subject matter experts, business and academic stakeholders.

4.2 Sign Off

<table>
<thead>
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<th>Endorsement</th>
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<tr>
<td>ISSG - Information Security Steering Group</td>
<td>30th July 2015</td>
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<tr>
<td>ITC - Information Technology Committee</td>
<td>27th August 2015</td>
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<td>CDO – Chief Digital Officer</td>
<td>7th June 2016</td>
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Accountabilities

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<tr>
<th>Responsible Officer</th>
<th>Chief Digital Officer</th>
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Contact Officer
ITpolicy@unsw.edu.au

Supporting Information

<table>
<thead>
<tr>
<th>Parent Document (Policy)</th>
<th>IT Security Policy</th>
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<tbody>
<tr>
<td>Supporting Documents</td>
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### Related Documents
- Data Classification Standard
- Data Handling Guidelines
- ISMS Base Document
- ITSS_15 Network Security Standard

### Superseded Documents
Nil

### UNSW Statute and / or Regulation
Nil

### Relevant State / Federal Legislation
Nil

### File Number
2016/16925 [ITSS_08]

### Definitions and Acronyms
No terms have been defined

### Revision History

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