

Cyngor Trêf Llwchwr Llwchwr Town Council



DIGITAL ASSET MANAGEMENT

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Status	Approved
Approved	03.02.25
Next Review Date	Feb 2027

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1. Background

Llŵchwr Town Council requires that all Council owned hardware, software and information assets are listed in a central asset register for several reasons:

- **Tracking and Accountability:** an asset register provides visibility into the assets owned by Llŵchwr Town Council, making it easier to track who is responsible for them, where they are located and what they are being used for.
- **Planning and Budgeting:** having a clear overview of all assets helps in planning and budgeting for future purchases, maintenance, and replacements
- **Risk Mitigation:** effective asset visibility helps in identifying and addressing potential security vulnerabilities, ensuring compliance with regulations, and reducing the risk of data breaches which may impact the confidentiality, integrity and availability of data and resources.
- **Enhanced User Experience:** well-maintained, appropriate and up-to-date assets contribute to a smoother and more reliable user experience.
- **Improved Decision-Making:** accurate data on asset usage and performance supports effective strategic decision making, planning and resource allocation.
- **Operational Efficiency:** Council ensures that all assets are used effectively, improving productivity and reducing downtime.
- **Regulatory Compliance:** ensuring that assets are managed according to legal requirements helps avoid sanctions, reputational damage and maintains council integrity.

2. Scope

The policy applies to all assets purchased by Llŵchwr Town Council including:

- Hardware assets (such as laptops, desktops, mobile devices, servers, printers, specialist IT equipment, IOT devices)
- Software assets (such as end user applications, operating systems, software licenses and subscriptions, cloud-based applications)
- Information assets (such as databases, financial information and records, contracts and agreements, personally identifiable information, research datasets)

These lists are not intended to be exhaustive.

All IT hardware, software and services existing and future purchases funded by external grants and Council are within the scope of this policy. This is to ensure that the Council is able to track all assets and report against them as required.

3. Policy Statements

3.1. Assets

All assets within the scope must be recorded in the appropriate asset register.

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- Hardware assets must be included in the hardware asset register that is maintained by the Clerk to Llwchwr Town council
- Software assets must be included in the software asset register that is maintained by the clerk to the council
- Information assets must be included in the information asset register that is maintained in accordance with the Information Governance Framework

3.2. Asset Ownership

All assets must have an owner assigned in the asset register.

3.3. Hardware Asset Owner Responsibilities

Hardware asset owners are responsible for:

- Asset usage including (but not limited to):
 - Configuration
 - Change management
 - Location
 - Where the asset is kept/stored
 - Where it is/can be used (if it is a mobile device)
 - Physical security
 - Local user account management
 - Local admin account management
 - Cyber security including vulnerability and patch management
 - Response to risk assessment and proactive risk management
 - Any other activity required to ensure that the asset remains compliant with this and any other relevant digital and cyber security policies throughout the lifetime of the asset
- It is the asset owner's responsibility to return the equipment to Llwchwr Town Council, when the user leaves or at the end of asset's life

3.4. Software Asset Owner Responsibilities

Asset owners are responsible for:

- Asset usage including (but not limited to):
 - Configuration
 - Change management
 - Location
 - Where the asset is kept/stored
 - Where it is/can be used (if it is a mobile device)
 - User account management
 - Admin account management
 - Cyber security including vulnerability and patch management
 - Response to risk assessment and proactive risk management

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- Any other activity required to ensure that the asset remains compliant with this and any other relevant digital and cyber security policies throughout the lifetime of the asset
- It is the asset owner's responsibility to revoke the associated software licenses, when the user leaves or at the end of asset's life

3.5. Product Management Responsibilities

All products or families of products must be assigned a Product Owner, who is responsible for:

- Vendor management
- Licensing, including hardware licensing, software licensing and subscription fees
- Risk assessment and risk management of the product
- Lifecycle management, from procurement to disposal/end of life/removal from the asset register

3.6. Information Asset Owner Responsibilities

The responsibility of information asset owners is set out in the Information Governance Framework.

3.7. Audit and Review

Where appropriate periodic audits and reviews of asset registers will be undertaken.

4. Exemptions

There are no exemptions to this policy

5. Consequences of a Breach

All suspected breaches of this policy will be investigated by the Council or a nominated individual, and appropriate actions taken, including reporting the findings to the appropriate management and with potential referral to formal investigation. A summary of all investigations will be reported to the Council.

Failure of a user to comply with any part of this policy may lead to the relevant disciplinary processes being invoked and relevant actions may be taken. Where illegal activity is suspected the relevant law enforcement agency will be informed.