SQFT Knowledge Services

INFORMATION ASSET
MANAGEMENT POLICY

Document Revision History

Version	Document No	Date	Brief summary of changes	Prepared By	Approved By
1.0	SQFT/IAM/POL/015	1-Mar-2019	Initial version created	K.Gokhul	S.Nandhini
1.0	SQFT/IAM/POL/015	1-Mar-2020	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.0	SQFT/IAM/POL/015	1-Mar-2021	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.0	SQFT/IAM/POL/015	1-Mar-2022	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.1	SQFT/IAM/POL/015	20-April-2022	Updated acceptable use of Assets	K.Gokhul	S.Nandhini
1.2	SQFT/IAM/POL/015	03-Jan-2023	Reviewed and updated the policy for Privacy management systems	K.Gokhul	S.Nandhini
1.2	SQFT/IAM/POL/015	1-Mar-2023	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.2	SQFT/IAM/POL/015	29-Feb-2024	Reviewed and no changes done	S.Nandhini	K.Gokhul

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1 PURPOSE

The purpose of this policy is to provide guidelines for classifying SQFT KS information assets and providing security requirements for the handling these classified assets.

2 SCOPE

This procedure is applicable to all Information, Paper and physical assets including hardware assets of SQFT KS.

3 POLICY

- All assets of SQFT KS shall have identified Owner, who shall be responsible for the Identification, Classification, Maintenance & protection of the resource.

- Asset owners shall identify and classify all information resources based on the business requirements. This classification shall be the basis for identifying the protection mechanisms.

- The owner shall identify and approve custodian and users based on sensitivity of the asset and the business need to know.

- All users of assets shall understand the asset classification and handle the assets as per the classification.

4 EXECUTIVE OWNER

- The Chief Operating Officer will be the Executive Owner of the Procedure.

- The policy and revisions shall be approved by the Chairperson of the Information Security and Privacy Steering Committee.

- Department/ Group Head shall be responsible for implementing and executing this policy as well as the procedures in the related documents.

- The execution shall be monitored and reviewed by the COO.

5 ROLES AND RESPONSIBILITIES

Abbreviations

P – Primary Responsibility

• - Cooperative Responsibility

N/A - Not Applicable

Responsibility

S.No	Activity	Asset Owner	IT TEAM	Admin	COO
1	Request / Create Asset	P	•	•	N/A
2	Classify Assets	P	•	•	•
3	Labeling for Physical IT Assets	N/A	P	•	•
4	Labeling for other Physical Assets	N/A	N/A	P	•
5	Data Asset Labeling	P	N/A		•
6	Paper Asset Labeling	P	N/A	•	N/A

6 DEFINITIONS

IT TEAM	Infrastructure Management Group
COO	Chief Operating Officer
Users	Employees, third parties, clients etc.
ISPSC	Information Security and Privacy Steering Committee

7 ASSOCIATED DOCUMENT

• Information Asset Management Procedure (SQFT/IAM/PRO/013)

8 DOCUMENT MAINTENANCE

▪ Chief Operating Officer shall be responsible for document control and any changes.

▪ Updates shall be discussed in the ISPSC under the guidance of COO.

▪ COO shall forward the document to Chairperson of the ISPSC for approval, after review.

End Of Document