



Asset Management Policy

**ASSET
MANAGEMENT**

Overview

This Asset Management Policy provides a framework for the appropriate and effective management of IT, warehouse as well as building equipment (hardware and software) from procurement to disposal in Sprint Logistics.

It defines responsibilities that relate to the implementation of this policy and is designed to ensure that assets are:

- Managed appropriately from the point of acquisition to the time of disposal in a way that is compliant with Sprint Logistics policies and regulatory obligations.
- Procured correctly in line with Sprint's strategic plans.
- Registered within the IS&T Directorate's asset management system for tracking and auditing purposes.
- Supported and maintained throughout their lifecycle so that they deliver best value for the investment.
- Controlled effectively to protect the data and information that they store or transmit.
- Administrated for the identification of risk and business continuity planning.

This policy does not stand in isolation and must be implemented in conjunction with the wider range of information security, procurement, and financial related policies of Sprint Logistics.

Policy Scope

This policy applies to all physical IT/non-IT assets purchased by or on behalf of Sprint Logistics.

A physical IT asset is defined as:

- All desktop and laptop computers (including docking stations).
- All monitors, printers, scanners, and portable storage devices.
- All phones and mobile data devices (e.g., smartphones, tablets, and other portable computing equipment).
- All lecture theatre and open access area IT equipment.
- System software, client applications and associated licences.
- Any other IT peripheral costing £50 or more.

This policy also applies to all IT equipment that forms part of Sprint Logistics' IT infrastructure (servers, routers, firewalls and other network infrastructure etc.) and any equipment that electronically stores data on Sprint Logistics' central file storage systems or transmits it across the network.

This policy applies to all staff and other associates of Sprint Logistics, including agency staff, contractors, and customers, who request or hold IT equipment purchased by or on behalf of the company.

Technical and simulation IT equipment used specifically in the support of curriculum delivery within the faculties will be covered in a separate sub-policy.

Information asset management will be covered by a separate policy, in accordance with the requirements of the UK General Data Protection Regulation.

Policy Intent

This policy is produced to provide a clear instruction on the appropriate management of physical IT assets to help to ensure that Sprint is meeting its legal, regulatory, contractual, and licencing obligations.

Policy Provisions and Principles

Management of IT Assets

All IT assets purchased by Sprint Logistics are the property of Sprint Logistics and will be deployed and utilised in a way that is deemed most effective for addressing Sprint Logistics' needs and objectively demonstrates value for money. The budget for IT assets will be centralised and managed by the IS&T Directorate on behalf of Sprint.

For compatibility and efficiency reasons, IT assets will be issued on a 'fit for purpose' basis based on predefined user roles using standard equipment as detailed on the approved hardware and software lists. Recommendations for altering the user roles and standard equipment will be assessed and approved by the head of IT.

Enquiries about and requests for individual IT assets must be submitted to the IS&T Directorate via the head of IT in accordance with current ordering processes and procedures.

The IS&T Directorate will assess requests for new and replacement IT equipment and fulfil them with standard equipment that best fits the requirement by aiming to reissue assets held in the centralised store in the first instance.

Requests for non-standard specialist IT equipment will be assessed by the IS&T Directorate and approved via a business case through the appropriate channels with the support of the Project Management Office. The total cost of the assets will be added to the IS&T Directorate budget if the purchase is authorised by the Managing director.

The cost of IT related reasonable adjustments for members of staff with disabilities will be met by the Head of IT and Managing Director.

The procurement of IT assets must be undertaken in consultation with and carried out by the head of IT. The IS&T Directorate is responsible for engaging with the Sprint Logistics' Team and ensuring that the best procurement practice is followed as per Sprint's policies and applicable legislation.

On behalf of Sprint Logistics, the IT Department is responsible for identifying and managing sources and channels for the purchase of IT assets, utilising existing framework agreements whenever possible.

All approved IT assets must be recorded in Sprint Logistics assets management spreadsheet once they have been assessed, tested, and procured following the agreed procedures.

All IT assets purchased (excluding consumable items, e.g., keyboards, mice, etc.) will be registered in the asset management spreadsheet and be asset tagged before being issued or put into use.

