A purple square with white text

Description automatically generated

Portable Device Assignment Form

Template v3

|  |  |  |
| --- | --- | --- |
| **Type of asset [tick]:** | | Make and model: |
| Laptop  Mobile phone Memory stick External hard drive Tablet Other [insert type] …………………………… | |
| If the asset is a mobile phone, enter number: | | Serial number: |
| Date entered on information asset register: | Equipment is encrypted: [circle]  YES  NO  N/A | Indelibly marked to indicate the property of the organisation: [circle]  YES  NO |
| **STAFF INFORMATION** | | |
| Allocated to: Job role: | | |
| **STAFF DECLARATION**  I, [print name] …………………………………………………………. understand and agree to comply with the staff guidelines on using mobile computing devices and related procedures as outlined in the Data Protection Policy and associated policies.  I understand that:   * It is my responsibility to report immediately any theft, loss, damage or misuse of the above asset using the Data Security Breach Incident Report Form. * The equipment must be returned if I leave the employ of the organisation and that a final salary deduction may be made if equipment is not returned. * Failure to comply with the above could lead to disciplinary action or incur financial penalties.   Signed: Dated: | | |