Portable Device Assignment Form

Template v3

|  |  |
| --- | --- |
| **Type of asset [tick]:** | Make and model: |
| Laptop Mobile phoneMemory stickExternal hard driveTabletOther [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: |