

## **ASSET REMOVAL POLICY**

- Non working assets like broken laptops etc should be destroyed before throwing them out.
- If working assets need to be moved off-site for work , we should make sure they are in a safe area where it cannot be stolen or hacked.
- Security controls should always be in place , For eg : Password on a laptop or sensitive files to be kept in a locked briefcase.
- If working assets are no longer required then they should be properly disposed of or sold , for eg : All information from old Laptops should be erased before resale.