



Safeguarding DOHMH IT Assets

Purpose: To explain the expectations for how employees protect DOHMH IT equipment (assets) assigned to them, such as tokens, agency purchased USB drive, Blackberrys, iPhones, iPads, Samsung Tablets and laptops. Employees can see the list of assets assigned to them in the Employee Database, at the My Profile – EDB link on the intranet homepage.

Scope: This policy applies to all DOHMH employees who have IT Assets assigned to them.

Policy: As part of their job responsibilities employees may be assigned assets to carry out their work functions. The acceptable use of these assets is explained in the [DOHMH Acceptable Use policy](#).

All assets are DOHMH property and it is the responsibility of the employee to whom they are assigned to:

- Protect the asset against damage, loss or theft;
- Report any asset damage, loss or theft;
- Return the asset and all accessories when requested, or when it is damaged or no longer needed.

If an asset is damaged, lost or stolen, the employee must immediately report it. All loss or thefts must be reported to the DOHMH Health Police or the local police department. Replacement assets can be requested by following the [Purchasing IT Equipment and Services policy](#) and must be approved by the employee's Deputy Commissioner (or designee) and paid for by their Division.

Assets must be discarded according to the [Transferring or Discarding IT Equipment policy](#). Assets must be returned at the end of use or at the end of employment with DOHMH according to the DOHMH HR employee exit process. All employees get a copy of this policy when they are assigned an Asset.

Procedure:

1. **Safeguarding Assets:** Employees are responsible for ensuring that their assigned assets remain secure at all times. When not in use, assets must be stored in secure locations, such as locked cabinets or offices (where available).
2. **Loss or Theft:** If an IT asset is lost or stolen, the employee must immediately:
 - a. Notify their supervisor;
 - b. Log an IT Service Request Center request (Request Area = IT Service>IT Security>Equipment Lost/Stolen) and include a description of the lost/stolen equipment. This will notify the Chief Privacy Officer and Chief Information Security Officer; and
 - c. File a report either with the DOHMH Health police (for loss/theft at DOHMH locations) or the local police department (for loss/theft at non-DOHMH locations). Please note no police report is required for lost or stolen security tokens.

The Chief Privacy Officer and the DIITT Office of Information Security & Audit may contact you to investigate further and you may be required to file an additional report.

3. **Damage:** To report asset damage, create an [IT service request](#). The asset will be assessed to determine if it is damaged, can be repaired or needs to be discarded. DIITT will notify the employee and the employee's supervisor of the determination, and arrange for the repair or removal. Any costs associated with repair will be charged to the employee's Division.
4. **Discarding an Asset:** Report an Asset that is no longer needed, or needs to be discarded, to the [IT Service Request Center](#) so it can be disposed of according to the [Transferring or Discarding IT Equipment policy](#).
5. **Returning an Asset:** Before an employee's last day of employment with DOHMH, all IT assets and their associated accessories must be returned in accordance with HR exit process.

Contact: If you have questions, contact the DOHMH Service Request Center at (212) 766-HELP (766-4357).