# Purpose

The purpose of this policy is to achieve and maintain appropriate protection of Electronics Department’s *information assets*.

# Scope

This policy applies to all the *information assets* owned and managed by the NSCL Electronics Department.

# Definitions

In this document, information security related terms have been marked in *underlined* *italics*. For their definitions, refer to the standard *EE-ISMS-S001 Terms and Definitions*.

# Policy Statement

* 1. All *critical information assets* must be accounted for and have a nominated *information asset owner*.
  2. The *information asset owner* is responsible for the asset and its related controls. Although the owner may choose to delegate some of the responsibility to one or more *information asset custodians*, the owner remains responsible for the proper protection of the asset.
  3. All *information assets* must be labeled and classified by the *information* *asset owner*. The classification scheme must be documented.
  4. Rules for acceptable use of information and assets must be documented and implemented.

# Exceptions

# References

* 1. *NSCL Electronics Department ISMS Manual*, NSCL Document Server, Electronics Folder
  2. *P0501 Information Security Policy,* NSCL Document Server, Electronics Folder

# Revision History

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| --- | --- | --- |
| Revision  Level | Date | Revision Changes |
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# Reviews

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| Reviewer | Review Date |
| Information Security Working Group |  |

**Approved**

**Department Head:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**