1. **Scope** [ISO27002 Clause 18.1.2]

Retirement Capital’s information assets (as listed in accordance with control section 8.1.1 of the [Manual](../Manual/001%20Information%20Security%20Manual.docx)) and any information assets owned by a third party that Retirement Capital encounters.

1. **Responsibilities**

Owners have responsibility for organisational assets.

Users have responsibility for any third party assets.

The IT Manager has responsibility for all third-party software used in the company.

The Director (CISO) has responsibility for all software and applications developed by the company.

1. **Procedure**

*Company Logos and images*

The use of any logo, image or other iconography owned by the company, the group of companies to which is belongs or any sister company is restricted to:

1. The logos must not be altered in any way, except for resizing and must not be associated with words or imagery that bring the company into disrepute by association. If in doubt contact the Information Security Manager for advice on logo use.
2. The logos must be not be passed to third parties to be used in marketing, sales, product releases or for any other use without the email permission of the Information Security Manager, who will record such permission and the nature of third-party use.

*Third Party Logos and images*

The use of any logo, image or other iconography owned by a third-party may only be used followed receipt of written permission to use that logo, image or iconography. In the case of commercially available logos, images or iconography an appropriate right to use license must be obtained prior to use. A record of permissions to used third party logos, images and iconography is help be the Company Administrator and all users must notify the Company Administrator by email upon receipt of such permission.

*Internally developed Intellectual Property*

Any software, application, documentation, research, data, imagery or other materials developed by employees or contractors of the company is considered to be Retirement Capital’s Intellectual Property.

Such intellectual property remains the property of Retirement Capital indefinitely and will continue following the end of contract of any individual or organisation that was responsible for its development.

All such intellectual property is an Information Asset and will be recorded as such by the Company Administrator using ISMS-C-REC-8.1.1b.

*Externally developed Intellectual Property*

Any software, application, documentation, research, data, imagery or other materials used by the company must be appropriately licenced. An internal audit will be conducted quarterly to verify that no unlicensed software is used on any company owned or company used asset. This audit will be conducted under the control of the Information Security Manager by the IT Department. The Company Administrator will record the date and results from the audit against ISMS-C\_REC-8.1.1a.

*Enforcement*

Any member of staff, employee or contractor found to be knowingly infringing the copyright of any third party organisation or failing to safeguard the intellectual property of Retirement Capital will be subject to disciplinary action. In severe or repeated cases, this will be treated as Gross Misconduct and may result in termination of employment or contract.

***Document Owner and Approval***

The Managing Director is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This procedure was approved by the Chief Information Security Officer (CISO (DIRECTOR)) on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature:

Date: 14/11/2020

**Change History Record**

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| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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