

ASSET-SPECIFIC POLICY WORDING DOCUMENT

1. Document Overview

This Asset-Specific Policy Wording document outlines the policies, procedures, and limitations governing the management and protection of the specified asset. It serves as a supplementary reference to the general policy framework of [Organization Name].

2. Asset Details

Asset Name:

Example Physical Server

Asset ID:

SRV-0021

Location:

Data Center A

Custodian:

IT Operations

Business Owner:

Infrastructure Manager

3. Purpose

To define the specific policies related to the management, security, and operation of the Example Physical Server asset and to provide clear instructions for personnel responsible for the asset.

4. Policy Statements

- The asset must be accessed only by authorized personnel whose access rights are reviewed quarterly.
- Data stored must be backed up daily and verified weekly according to the organization's backup policy.
- Patching and updates must be applied within 14 days of release, except where a risk assessment approves otherwise.
- Physical access to the server location must be controlled and logged, with access lists reviewed monthly.
- Incident response procedures for this asset must follow the organization-wide incident management process.

5. Exceptions

Any deviation from the above policies requires documented approval from the Business Owner and authorization from the Information Security team.

6. Roles & Responsibilities

- Custodian:** Oversee daily operation and maintenance.
- Business Owner:** Approve policy exceptions, review asset risk assessments.
- IT Security:** Monitor compliance and respond to security incidents.

7. Document Control

Version:

1.0

Effective Date:

2024-06-21

Review Date:

2025-06-21

Approved By:

Head of Information Security

Important Notes

- This document should be reviewed and updated at least annually or upon significant asset changes.
- Asset-specific policies do not override organization-wide policies; they complement them.
- Access permission reviews and exception approvals must be clearly documented and retained.
- This type of document supports compliance and risk management efforts for critical assets.