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| **Portable Device Assignment Form** | | |
| Type of asset [tick]: | | Make and model: |
| Laptop  Mobile phone  Memory stick  External hard drive  Tablet  Other [insert type] …………………………… | |
| If the asset is a mobile phone, enter number: | | Serial number: |
| Date entered on  asset register: | Equipment is  Encrypted: [circle]  YES NO N/A | Indelibly marked to indicate the property of the organisation: [circle]  YES NO |
| **STAFF INFORMATION** | | |
| Allocated to:  Job role: | | |
| STAFF DECLARATION  I, [print name] …………………………………………………………. understand and agree to comply with the staff guidelines on using mobile computing devices and related procedures covering good Information Governance.  I understand that:   * It is my responsibility to report **immediately** any theft, loss, damage or misuse of the above asset using the Information Security Incident Report Form. * The equipment must be returned if I leave the employ of the organisation and that a final salary deduction may be made if equipment is not returned. * Failure to comply with the above could lead to disciplinary action or incur financial penalties.   Signed: Dated: | | |