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| **Portable Device Assignment Form** |
| Type of asset [tick]: | Make and model: |
| Laptop Mobile phoneMemory stickExternal hard driveTabletOther [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 DECLARATIONI, [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: |