



Software Assets Procedure

This procedure is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Police, Fire and Crime Commissioner are required to adhere.

Procedure Statement

The aim of this procedure is to:

- Facilitate the overall management of risk for Information Communication and Technology (ICT) and ICT related equipment and software for the organisation
- Improve asset utilisation, identify and remove problem assets and those assets which are dormant avoiding redundant maintenance and warranty coverage
- Generate and maintain an accurate and current Information Communication and Technology (ICT) Asset Register of all equipment and software and define the necessary steps to ensure that North Yorkshire Police (NYP) software inventory is kept up to date
- Ensure the organisation fulfils its legal, statutory and audit requirements in relation to ICT equipment and software, and define the requirements for the business area to license software
- Provide appropriate management information for ICT equipment and software and define the necessary steps to ensure the retention of all documentation proving NYP license rights to the software
- Define the steps necessary to provide areas of the business access to software information and documentation

Procedures:

Internet and Email Procedure

Other Documents:

EnableNY ICT Service Catalogue

Process

Introduction

NYP is required to ensure that it is meeting its legal and ethical responsibilities as a software user by ensuring that all software packages in use by NYP are legal and appropriately accounted for. The purpose of this document is to outline the steps to be taken in order to ensure that all software purchased or obtained by other means is processed into the NYP ICT Tracking System and all documentation of ownership is properly stored and maintained.

Unauthorised copies

The unauthorised duplication of copyrighted software or documentation is a violation of the law and is contrary to established standards of conduct for NYP employees. Employees, who make, acquire or use unauthorised copies of computer software or documentation will be subject to one, or more, of the following:

- Denial, or restriction of access to NYP systems and facilities
- Disciplinary action
- Criminal proceedings

General policies on software use

NYP has purchased fully licensed copies of computer software from a variety of publishers and vendors. Licensed and registered copies of software programs are placed on computers within the organisation and appropriate backup copies made in accordance with the licensing agreements and company policies. No other copies of this software or its documentation can be made without the express written consent of the software publisher and NYP Information Security.

Software from other sources

NYP will provide copies of legally acquired software to meet all legitimate needs in a timely fashion and in sufficient quantities for all of our computers. The use of software obtained from any other source could present security and legal threats to the organisation, and such use is strictly prohibited.

Additional copies

In some cases, the license agreement for a particular software program may permit an additional copy to be placed on a portable computer or home computer provided only one user uses both installations. Employees will not make such additional copies of software or documentation for the software without the approval of NYP Information Security. When legal, approval will be granted for such installations when there are valid business reasons.

Software control

A Software Asset Register will be generated and maintained by ICT. This Register will include all ICT and ICT related equipment and software.

Reports taken from the ICT Asset Register will be available to all staff with details provided for those with purchasing or local management responsibilities.

The Register and related information will be used to generate management information for the institution including:

- Improved forecasting and budget allocation
- Improve procurement decisions by provision of information to assist in the determination of such issues as the cost / benefits and risks of lease versus purchase options
- Improve planning and flexibility of technology upgrade and refreshment
- Improved utilisation of software

A single process will, as far as possible, be employed for the procurement, maintenance and disposal of all ICT and ICT related equipment and software. The process and procedures in relation to the life cycle of ICT and ICT related equipment is outlined below:

ICT will ensure appropriate participation from relevant staff in the organisation in the procurement, maintenance and disposal processes through the creation of consultation bodies.

Purchasing software

All requests for the purchase of new software must be requested via ICT Selfservice with approval from Information Security. The request will then be submitted for review and approval by a senior member of ICT staff before procurement.

Installing software

All Software installations on the NYP IT infrastructure are to be tested and installed by a qualified member of the ICT and carried out in guidance with all policies and procedure set out by ICT and agreed with the business.

Monitoring

NYP reserves the right to protect its reputation and its investment in computer software by enforcing strong internal controls to prevent the making or use of unauthorised copies of software. These controls may include periodic assessments of software use, announced and unannounced audits of company computers to assure compliance, the removal of any software found on NYP property for which a valid licence or proof of licence cannot be determined. Failure of any staff member to comply with this procedure may result in one, or more, of the following:

- Denial, or restriction of access to NYP systems and facilities
- Disciplinary action
- Criminal proceedings

User responsibilities and practices

It is the responsibility of each user both individually and within the organisation, to ensure prudent and responsible use of NYP computers and software.

NYP recognises the importance of the legal and ethical use of software assets. The following guidelines are for employees to follow to ensure that NYP are both legal and ethical in the use of its software assets. The use of Software assets and information held on such systems by NYP are for legitimate policing purposes. Personal use of force software such as Niche, STORM, PNC etc. is **STRICTLY FORBIDDEN**. However office applications such as Word and Excel may be used during recognised break periods for personal use as long as full recognition of the guidance of use of the Internet and Email Procedure is observed.

Availability of software documentation for users

If at any time an employee needs a copy of software documentation, the ICT will provide the documentation.

Licence information is available through database – where electronic evidence of licences and location of paper licences are available.

Responsibilities

ICT

- Place software orders and install
- Receipt orders, arrange licence renewals
- Configuration Change and Release Management
- Monitoring software on network

Definition of Special Terms

Software

An application or tool installed on a computer

IT Asset Register

Register of all IT equipment. Software and computer specifications are logged via SCCM, a piece of software which scans machines weekly to report on installed items, and ICT database, Service Management Tool.