

EXAMPLE – Procedure IS-7 – Intellectual Property

1 People and Purpose

This procedure applies to the Chief Technical Officer (CTO), ICT Manager and all workers (employees and contractors). We have a Microsoft Partnership agreement, which provides us with some of the software that we require. This procedure specifies how to install and use this software, together with additional commercial and open source software that we require, on OUR computers in accordance with the software licence agreements.

It covers ISO 27001, Annex A, Control A.18.1.2.

2 Procedure

2-1 Software that the Microsoft Partnership Provides

The ICT Manager must do the following.

- (1) Install software as required that the Microsoft Partnership provides, in accordance with the terms of its licence.
- (2) Annually review (on or around the renewal date) the list of software that the Microsoft Partnership provides and compare it with the software that we use.
- (3) If we use any software for which the licence has expired (because Microsoft has released a newer version), do one of the following.
 - (a) Uninstall it to stop using it;
 - (b) Upgrade it to the latest version to continue using a Microsoft Partnership licence;
 - (c) Purchase a retail licence to continue using it.

2-2 Retail (including OEM), Operating System and Application, Software

The ICT Manager or Chief Technical Officer (CTO) must do the following.

- (1) Purchase any retail or OEM software that we require (in addition to the software that the Microsoft Partnership provides).
- (2) Install it, or ensure that someone else installs it, in accordance with the terms of its licence.

2-3 Approved Free and Open Source Software

- (1) The Information Asset Register contains a list of open source software, and software that is free for all (commercial, non-commercial and personal) use, which you may use.
- (2) If you wish to use any of this software, ask the ICT Manager or Chief Technical Officer (CTO) to install the software you require on your work computer.
- (3) The ICT Manager or Chief Technical Officer (CTO) must do the following.
 - (a) Authorise the trial of any free or open source software that is not on the current list;
 - (b) Approve the addition of any free or open source software onto the list.