

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.

NOTE	This procedure implements the control ISO/IEC 27002:2022, 5.32 (ISO/IEC 27002:2013, 18.1.2).
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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) We maintain a list of software that is free for all (commercial, non-commercial and personal) use and open-source software, 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.