



Introduction

This standard provides the foundation for asset management at Melbourne Archdiocese Catholic Schools (MACS). It sets the standard for secure and effective management of assets through the implementation of appropriate authentication components and controls.

Purpose

This standard provides the foundation for asset management, as it relates to cyber security management, at MACS and its schools and supports commitment to meet its business needs and statutory, legal, audit and moral obligations. This standard forms part of a suite of documents that explain MACS' approach to information governance and cyber security.

Scope

This standard applies to all ICT within MACS, including that used by MACS employees, contractors, consultants, volunteers, and other users ("MACS staff").

Principles

It is the responsibility of all MACS staff to work together to protect and secure the information held by MACS, which includes the personal information from our staff and the community, and internal corporate information.

- Our staff are educated on the responsible use of technology, the importance of digital wellbeing, how to engage with technology respectfully and protect ourselves and each other.
- We will be a system where we are supported by digital solutions that are safe, uphold confidentiality, and where sensitive information is protected against unauthorised access; we aim to uphold confidentiality, integrity, and availability.

MACS Schools

For MACS schools, please refer to the Target State Design Principles and Target State Design – Blueprint which was developed for the MACS School Environment as the minimum compliance requirement.

Once the Target State has been achieved for the School, the Security Standard Statements should be considered for implementation as they provide a comprehensive overview of what MACS expects at a foundational level of security for this area. There will be other Standards for other areas. Each school should estimate the level of effort, impact, the importance of change, and associated risks with adhering and/or not adhering to the Standard, as it relates to the School's risk profile and tolerance.

Standard statements

1.1 Asset Management Requirements

- MACS must maintain an inventory that includes all Information Technology (IT) and Operational Technology (OT) assets, detailing key information, metadata and parameters dependent on asset type:
 - **For Authorised Hardware:** Configuration, location, and ownership, categorisation (according to their criticality or risk level, which should be reflected in a tier rating system), network address (if static), hardware address, machine name, department for each asset, warranty metadata, external support metadata (if applicable), whether the asset has been approved to connect to the network and assignment of clear ownership to each asset, ensuring that there is a responsible individual or team for maintaining and updating the asset's record.
 - **For Authorised Software:** Title, publisher, categorisation (according to their criticality or risk level and the data it stores and/or processes, which should be reflected in a tier rating system), Business Owner, initial install/use date, and business purpose for each entry; where appropriate, include the Uniform Resource Locator (URL), app store(s), version(s), warranty metadata, external support metadata (if applicable), deployment mechanism, and decommission date.
- MACS must have processes to continuously update, maintain and review the asset inventory and ensure that any material changes in an asset's use, configuration, or ownership triggers an immediate update to the inventory.
- MACS personnel noted as an "Owner" of an asset must be responsible for ensuring:
 - Information and other associated assets they own are inventoried;
 - Information and other associated assets they own are appropriately classified and protected; and
 - The classification for assets they own are reviewed periodically.
- MACS must integrate cybersecurity considerations throughout the life cycles of systems, hardware, software, services and product lifecycles.
- MACS should set up processes to identify unofficial uses of technology at schools and office to meet mission objectives (i.e. "shadow IT").

1.2 End-of-Life (EOL) Requirements

- When hardware and/or software technologies are EOL, management must take appropriate action with consideration to:
 - Inadequate cybersecurity controls and measures;
 - Any related vulnerabilities;
 - Non-compliance with regulatory, legal or contractual requirements;
 - Business decisions for the technology (e.g., continued use, upgrades, migration, decommissioning, etc.)
- Depending on the business decision of the EOL asset, ensure the *Asset Inventory* is updated with such information. Adequate risk assessments must be performed, in conjunction with the business decision made and any outcomes must be documented through the *Cybersecurity Risk Management Process*.

Procedures and Guidelines

Procedures used to put this standard into action are stored within the MACS Cyber Security Procedure repository. These procedures are currently being developed and will be published once approved.

Roles and reporting responsibilities

Role	Responsibility	Reporting requirement (if applicable)
Person accountable for IT in each MACS school	Inform MACS of breach of standard	
General Manager, IT Security, Risk and Audit	Review breach of standard	Report to regulatory body if required

Definitions

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IT assets that have high confidentiality, integrity and availability requirements due to being critical for core business processes or for child safety assurance.

Data

A subset of information in an electronic format that allows it to be retrieved or transmitted.

Framework

A board-approved overarching governance structure to enable compliance by MACS and its subsidiaries and MACS schools services with a range of regulatory requirements, and to ensure good governance in the operations of MACS and its subsidiaries and MACS schools services.

Guidelines

Recommendations and guidance to support the implementation of a policy or procedure. Guidelines are not mandatory and may be developed and approved by a MACS executive, or the principal / service director in a MACS school.

Melbourne Catholic Archdiocese Schools Ltd (MACS)

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and / or its subsidiaries, MACSS (as the context requires).

MACS board or board

The board of Melbourne Archdiocese Catholic Schools Ltd (MACS), being also the board of Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS) in an ex officio capacity (as the context requires).

MACS executive

A member of the executive leadership team (ELT) of MACS or the ELT as a group.

MACS office

Staff employed in MACS offices at James Goold House, Catholic Leadership Centre and MACS regional offices.

MACS school or school

A school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS, directly or through MACSS (as the context requires). References to schools or MACS schools also includes boarding premises of schools operated by MACS and specialist schools operated by MACSS.

Personally identifiable information

Information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not, and whether the information or opinion is recorded in a material form or not. Personal information includes but is not limited to name, address, phone number, email, and date of birth.

Policy

A high-level, principles-based directive that must be complied with across MACS and MACSS.

Procedure

A step-by-step or detailed instruction for the implementation of MACS policy that is mandatory across MACS and MACSS.

Process

A process is a method of implementation of a MACS framework, policy or procedure.

Personnel

All users of information and communication technology (ICT) within MACS, including MACS employees, students, contractors, consultants, volunteers, and other users.

Risk

Risk is defined as the effect of uncertainty on objectives. An effect is a deviation from the expected – positive and/or negative. Risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances or knowledge) and the associated likelihood of occurrence.

Risk management

The coordinated activities to direct and control an organisation regarding risk.

Sensitive information

Sensitive information is personal information that includes information or an opinion about an individual's race or ethnic origin, religious beliefs, sexual orientation, political affiliations, criminal record, health or genetic information and some aspects of biometric information.

User

The individual operating a MACS ICT system or resource, such as a computer, mobile device, email service, or student management service.

Related policies and documents

Supporting documents

Procedures used to put this standard into action are stored within the MACS Cyber Security Procedure repository.

Related MACS policies and documents

Cyber Security Policy
ICT Acceptable Use Policy
Information and Recordkeeping Policy – MACS Office
Privacy Policy
Risk Management Policy
Emergency and Critical Incident Management Policy
Child Safety and Wellbeing Recordkeeping Policy

Legislation and standards

Criminal Code Act 1995 (Cth)
Copyright Act 1968 (Cth)
Privacy Act 1988 (Cth)
Spam Act 2003 (Cth)

Standard information

Responsible director	Director, Finance and Digital
Standard owner	General Manager, IT Security, Risk and Audit
Approving authority	General Manager, IT Security, Risk and Audit
Approval date	February 2025
Review by	General Manager, IT Security
Major review by	February 2029
Publication	CEVN

Appendix A - MACS Information Governance and Cyber Security Policy Suite

Framework <i>A board-approved overarching governance structure to enable compliance by MACS and its subsidiaries for Information Governance and Cyber Security.</i>	Governance Framework			
Policy <i>High level direction regarding Information Governance and cyber security.</i>	Cyber Security Policy	Information and Records Management Policy – MACS office	Risk Management Policy	ICT Acceptable Use Policy
Supporting security Procedures and Guidelines <i>The Recommendations and guidance to support the implementation of the Cyber Security policy.</i>	1. Security Risk and Compliance Management Procedure 2. Information Classification, Handling and Protection Procedure 3. Identity and Access Management Procedure 4. End User Security Procedure 5. MACS Vendor Management Procedure 6. Patch and Vulnerability Management Procedure 7. MACS Network Security Procedure 8. Application Security Procedure 9. Infrastructure Security Procedure 10. Cyber Security Incident Response Plan These procedures are currently being developed and will be distributed once approved.			
Additional Documentation <i>Documentation to support implementation of information security controls.</i>	Additional documentation such as security checklists and runbooks.			