Saint Michael's College

Information Security Policy:
Data Center Access & Control Policy

1. Purpose
   The purpose of this policy is to document physical access control and other security requirements for Saint Michael's College Computer Centers.

2. Scope
   This policy applies to any room primarily used for housing Saint Michael's College server or network infrastructure equipment. This policy also applies to all Saint Michael's College persons entering into agreements with information service providers hosting Saint Michael's College information services in non-Saint Michael's College computer center locations.

3. Policy
   3.1. Saint Michael's College Computer Center requirements
      3.1.1. Only authorized persons are allowed in Computer Centers unescorted.
      3.1.2. Non-authorized persons and visitors in Saint Michael's College's Computer Centers must be escorted by an authorized person at all times and visitors must sign the IT Visitor Log.
      3.1.3. Access to Saint Michael's College's Computer Centers must be controlled by physical security systems.
      3.1.4. Data and configuration information must be removed from all computer and network equipment housed in Saint Michael's College's Computer Centers before the equipment is removed from Saint Michael's College's oversight and control.
      3.1.5. Saint Michael's College Computer Centers must be equipped with sufficient electrical power and heating, ventilation and air conditioning (HVAC) service to meet system availability requirements and service level agreements.

   3.2. Non-Saint Michael's College Computer Centers
      3.2.1. Computer Center security must be assessed prior to entering into an agreement with any non-Saint Michael's College information service provider.
      3.2.2. Contracts with non-Saint Michael's College information service providers must clearly specify responsibilities for securing Saint Michael's College information.

4. Enforcement
   Violation of this policy may result in disciplinary action which up to and including termination for employees and temporaries; a termination of the contract without compensation in the case of contractors or consultants; or dismissal for interns and volunteers. Additionally, individuals are subject to loss of Saint Michael's College information resource access privileges, civil, and criminal prosecution or other legal action. They may also be held financially liable.

5. Definitions
   Computer Center: Any room primarily used for housing servers or network infrastructure equipment. Other terms used are computer room and server room.