Policy Title: 
Data Center – Visitor Tours

Policy Number: 
9.1.25

Category: 
Information Technology

Policy applicable for: 
Faculty/Staff/Student

Effective Date: 
01/04/2013

Prior Effective Date: 
01/04/2008

Policy Owner: 
Director, UCIT Information Security

Enabling Acts: 

Responsible Office(s): 
UCIT Information Security

Background

The purpose of this policy is to define the physical security measures that must be followed when conducting tours of data center facilities in the university. It is designed to provide procedures as to how tours should be carried out, ensuring control procedures are applied as preventive measures against any human threat to resources and sensitive information housed in the data center(s).

Policy

- All visitors to the data center must sign the log book at the entrance to the data center.
- The data center must have authorized staff members physically present as an escort to monitor the visitors touring the data center. This monitoring should be in effect throughout the duration of the tour.
- Authorized staff members must be aware that any physical contact to the computer systems and its components of any unauthorized individuals, regardless of the visitors being either university employees or outsiders of the university, is strictly prohibited.
- There should be a ratio of one authorized staff member in attendance for every five visitors at the time of the visit.
- The use of any electronic devices that can take pictures, videos, or transfer data using portable media is strictly prohibited within the datacenter.
- To be eligible to enter the data center, visitors must be citizens of the United States or must be permanent resident aliens (“green card”). Non-immigrant foreign nationals are not permitted to enter the data center for any reason.

Audience:

This policy applies to the UCIT Data Center.

Definitions:

Data Center: A centralized warehouse for the storage, management, and dissemination of data and information organized around a particular organization such as the university. The facility houses computer systems and related equipment, including the data library.

Phone Contacts:

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<tr>
<th>Office</th>
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<tbody>
<tr>
<td>UCIT Office of Information Security</td>
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<td>UCIT Office of the CIO</td>
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