

Computer Room Access Policy

Effective Date: 05/16/2001
Last Revised: 07/09/2015
Last Reviewed: 02/21/2016

Audience

ITS Staff

Policy

This policy establishes rules for accessing the computer room/data center for any and all reasons.

1. Visitors must log in with the Institute's Events and Guest Services log located at the first floor of ASC or Crowell Halls. A visitor ID card will be issued at the time of login. This pass will allow the visitor free access to the ITS floor in Crowell Hall.
2. If the visitor needs to stay longer than normal business hours, the employee responsible must stay or make arrangements for an MBI employee to oversee the assignment until the visitor has completed his/her work.
3. As a courtesy to Enterprise Infrastructure personnel, it would be helpful to be introduced to the visitor. This will assist Enterprise Infrastructure in communications and for safety purposes.
4. At no time should a visitor be un-supervised or be allowed entry to the data center, unless accompanied by an MBI ITS employee.
5. The door to the computer room is never to be propped open or unlocked to prevent unauthorized access.
6. On an annual basis ITS department managers will review the approved physical access list of employees. Any changes to the access list must be approved by the VP of ITS and then submitted to Facilities for implementation. All camera footage and FOB reader data will be secured in Facilities. Requests for information related to this data or footage must be in writing to the VP of ITS.

Definitions

Normal business hours – 7:00 AM to 4:30 PM Mon thru Fri (excluding MBI holidays)

Visitor – vender, contractor, field engineer, software engineer, hardware support engineer, consultant, and/or maintenance provider.

Procedures

n/a

Documents

PCI DSS 9.1.1

Contacts

If you have questions or concerns about the execution of this policy, you may contact the Information Technology Services Support Center at 312.329.4067 or ITS@moody.edu for assistance.

If you have questions about the policy, you may email ITSpolicy@moody.edu for assistance.

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