

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION NO. – 6.10**

TITLE: DATA CENTER ACCESS

DEFINITION: The Data Center is vitally important to the ongoing operations of the College. The following policies and procedures are necessary to ensure the security and reliability of systems residing in the Data Center.

EFFECTIVE DATE: March 22, 2017

SCOPE: This regulation applies to all Eastern West Virginia Community and Technical College employees, students, and visitors.

REGULATION STATEMENT:

1. Access to the Data Center

In order to ensure the systems housed within the data center are kept secure, the following policies apply to all personnel requiring access:

- All personnel who access the Data Center must have proper authorization. Individuals without proper authorization will be considered a visitor.
- Visitors to the Data Center must adhere to the visitors' guidelines (see section 3.2).
- All personnel must sign in when entering the Data Center to document the time and purpose of their visit. They also must sign out when leaving.
- All personnel must wear a college ID, vendor identification badge, or visitor's ID at all times.
- Authorized staff will have access to the Data Center at any time.
- Access to the Data Center will be monitored by Receptionist through live video cameras.

2. Equipment in the Data Center

In an effort to maximize security and minimize disruptions, the following policies apply to all equipment housed in the Data Center.

- All equipment installations, removals, and changes must be approved by the Chief Information Officer prior to the action being taken.
- Data Center employees will deny entry to unauthorized staff or vendors who intend to install, remove, or rename equipment without approval.

3. Access Authorization

College staff members must be pre-approved for unescorted access within the Data Center. Vendor access must be sponsored by an authorized staff member.

Authorizations will only be approved for individuals who are responsible for installation and/or maintenance of equipment housed in the Data Center. Approval processes are as follows:

- The Chief Information Officer must approve access to the Data Center.
- Authorized staff/vendors will be allowed entrance into the Data Center by a Data Center employee but will then have unescorted access within the Data Center.
- Authorized staff/vendors are responsible for logging in/out when entering/exiting the Data Center. The purpose of the visit must be documented.

4. Visitor Procedures

Anyone who is not a Data Center employee, an authorized staff member, or authorized vendor is considered a visitor. All visitors to the Data Center must adhere to the following procedures:

- Visitors must be accompanied by either a Data Center employee or other authorized staff member at all times while in the Data Center. Exceptions to this policy must have the approval of the Chief Information Officer.
- Visitors must log in/out when entering/exiting the Data Center. The purpose of the visit must be documented.
- Visitors must wear a visitor's badge at all times.
- Visits should be scheduled through the Chief Information Officer at least 24 business hours in advance. Unscheduled visits to install equipment or perform other tasks may be turned away.

5. Audit Procedures

The Data Center will maintain a list of authorized staff and authorized vendors to enter the Data Center unescorted. The entry/exit log will be reviewed on a quarterly basis (January, April, July, and October).

6. Equipment Installation

Authorized staff performing the installation must have approval of the Chief Information Officer.

7. Equipment Removal

Authorized staff performing the removal must have approval of the Chief Information Officer.

8. Equipment Renaming

Authorized staff performing the renaming must have approval of the Chief Information Officer.

DEFINITIONS:

Data Center: Any location housing equipment that is part of the college's Information Technology Infrastructure. This includes all areas housing network equipment, wiring closets, and servers.

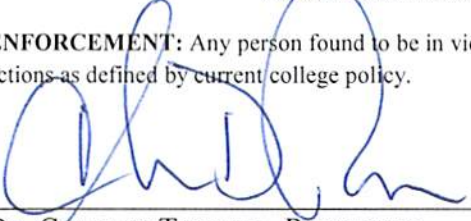
Data Center Employee: Information Technology employees who work at the Data Center

Authorized Staff: College employees who are authorized to gain access to the Data Center but who do not work at the Data Center

Authorized Vendor: All non-college employees who, through contractual arrangement and appropriate approvals, have access to the Data Center

Visitors: All other personnel who may occasionally visit the Data Center but are not authorized to be in the Data Center without escort

ENFORCEMENT: Any person found to be in violation of this regulation will be subject to appropriate disciplinary actions as defined by current college policy.



DR. CHARLES TERRELL, PRESIDENT

3/24/17

DATE

Approved by Technology Committee 12/1/2016

Approved by IET 2/6/17

Approved by President's Cabinet 2/28/17

14 day comment period 3/9/17 – 3/22/17