

## Purpose

This policy controls physical access to Salem State University (SSU) datacenters, information resources, and systems.

## Scope

This policy applies to all SSU employees, contractors, and third parties. Everyone who has physical access to SSU datacenters, information resources, and systems.

## Policy

University equipment shall be installed in suitably protected areas. The following controls shall be implemented:

### General Physical Security

- The data center door shall be locked when unattended and protected by electronic access controls.
- A record of the users of physical access controls such as facility keys and electronic cards shall be kept.
- Back-up media shall be located at a safe distance to avoid damage from a disaster at the main campus.
- Protection or mitigation must be implemented against fire, flood, and other environmental factors that could damage the resources.
- Locations should utilize fire suppression equipment.
- Locations should provide emergency power shutdown controls.
- Production equipment is to be located on racks raised above floor level.
- Annual testing will be performed on all fire and protective systems.
- A video camera will record entry/egress at the door with recordings retained for at least 30 days.
- Environmental controls will be implemented to ensure that temperature and humidity are maintained within limits for the equipment contained therein.
- Electrical power for servers hosting enterprise and departmental services must be protected by uninterruptible power supplies (UPS) to ensure continuity of services during power outages and to protect equipment from damage due to power irregularities.
- Secured access devices (e.g. access cards, keys, combinations, etc.) must not be shared with or loaned to others by authorized users.

### Visitor Security

- Third party support services personnel are granted access to secure areas only when required, authorized, and supervised.
- Visitors to the datacenter must be escorted at all times and sign in and out on the datacenter access log book.

## Role

ITS Security Team: Ensure awareness and compliance with this policy. Ensure that this policy and all component policies and procedures are implemented.

Users: Responsible for complying with this policy, protecting information resources in their possession, and to report incidents to the Security team.

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## References PCI

PCI

Requirement 9: Do not use vendor-supplied defaults for system passwords and other security parameters

MA 201 CMR 17:00

## Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including loss of access rights and/or termination of employment under adherence to their respective collective bargaining agreement. Students found to have violated this policy may have their access removed and may have additional actions taken as directed by the Student Code of Conduct.

**Security Level** Public