



Opportunity Lives Here

## Southern Virginia Higher Education Center Policy

---

**Policy # 4107**

**Policy Title: INFORMATION TECHNOLOGY (IT) PHYSICAL  
ACCESS CONTROL POLICY**

**Responsible Oversight Director: Chief Finance & Operations Officer (CFOO)**

**Date of Current Revision or Creation: March 4, 2008**

---

### A. PURPOSE

This policy is to establish the rules for granting, control, monitoring, and removal of physical access to Southern Virginia Higher Education Center (SVHEC) information technology resources and systems facilities. These facilities include areas containing mission critical data storage and telecommunications equipment.

### B. AUTHORITY

Virginia Code Section 23-231.24-29, as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

## C. DEFINITIONS

Authorized Person – A person who has established a need and received the necessary authorization.

IT Resources – Computers, telecommunication equipment, networks (wired or wireless), databases and data processing systems, Internet, SVHEC SharePoint, printing, management information systems, and related information, equipment, goods, and services.

Physical Access – Entering into a secure, separate space that is maintained to house resources of an IT system away from public access [i.e. server room, wiring closet].

## D. SCOPE

This policy applies to all colleges and universities offering programs and courses at the SVHEC and those agencies offering services to students of the SVHEC. SVHEC policies and procedures are applicable to all members of the SVHEC community unless a specific policy states otherwise. SVHEC policies are located on the website, [www.svhec.org](http://www.svhec.org).

## E. POLICY STATEMENT

1. All physical security systems must comply with all applicable regulations such as, but not limited to, building codes and fire prevention codes.
2. All facilities must be physically protected in proportion to the criticality or importance of their function at the SVHEC.
3. Access to facilities must be granted only to authorized personnel whose job responsibilities require access to that facility.
4. Access to facilities must include the approval of the person responsible for the facility.
5. All facilities must track visitor access with a sign in/out log based upon the criticality of the facility being protected. Visitors must be escorted by the appropriate SVHEC staff member.
6. Access logs (authorized personnel;, visitors, etc.) for facilities must be kept for routine review by the person responsible for the facility based upon the criticality of the facility being protected.
7. At a minimum, access to facilities will be reviewed for accuracy by the person responsible for th facility on an annual basis.

## **F. RELATED INFORMATION**

N/A

<sup>1</sup>Procedures are not a part of the policy document. They are maintained separately.

**POLICY HISTORY**

\*\*\*\*\*

**Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:**

Patricia M. Nelson

Responsible Oversight Director's Signature

7/1/2013

Date

**Executive Director – Provisional Approval of Policy:**

Betty H. Cole

Executive Director's Signature

7/1/2013

Date

Date of Presentation to Board of Trustees:

Date of Approval by Board of Trustees:

Default Approval Date (if necessary):

**Board of Trustee – Approval of Policy:**

\_\_\_\_\_  
Chairman's or Designee's Signature

\_\_\_\_\_  
Date

**Policy Revision Dates: February 8, 2014**

**Scheduled Review Date: February 2019**

