

## Bethany Lutheran College, Inc. DATA CENTER PHYSICAL ACCESS POLICY

### Purpose and Scope

Physical access to the server room is limited to those individuals who maintain the equipment housed in that room. Those people include

- Superintendent of Buildings who maintains keys and locks for the entire campus,
- Director of Information Technology Services who works with the door access server and is the backup for the data network,
- Manager of Network Systems who maintains the servers and the data network,
- Manager of Academic Computing who maintains the Macintosh servers,
- Information Technology Specialist who serves as the backup for maintaining the Windows servers, and
- Director of Studio Services who maintains the communication storage server.

Keys are issued to the above individuals. No other individuals on staff are provided with keys to that room.

The above list of personnel who are granted physical access to the Data Center is reviewed annually by the Chief Financial and Administrative Officer.