

# DATA CENTRE ACCESS LISTS

March 2016

# Contents

Summary.....	5
What is this document about? .....	5
Who is this for?.....	5
How does the University check this is followed? .....	5
Who can you contact if you have any queries about this document?.....	5
1.0 Access control rules.....	6

<b>Document title</b>		
Normal text		
<b>Document author and department</b>		
Normal text		
<b>Approving body</b>		
Normal text		
<b>Date of approval</b>		
Normal text		
<b>Review date</b>		
Normal text		
<b>Edition no.</b>		
Normal text		
<b>ID Code</b>		
Normal text		
<b>Date of effect</b>		
Normal text		
<b>EITHER</b> For public access online (internet)? Tick as appropriate		<b>YES</b>
For public access on request copy to be mailed Tick as appropriate	<b>NO</b>	<b>YES</b>
<b>OR</b> For staff access only (intranet)? Tick as appropriate		<b>YES</b>
Password protected Tick as appropriate	<b>NO</b>	<b>YES</b>
<p>External queries relating to the document to be referred in the first instance to the Corporate Governance team: email <a href="mailto:corporate-governance@port.ac.uk">corporate-governance@port.ac.uk</a></p>		

If you need this document in an alternative format, please email [corporate.communications@port.ac.uk](mailto:corporate.communications@port.ac.uk)

The latest version of this document is always to be found at:

<https://erecords.port.ac.uk/documents/qA43279>

# Summary

## What is this document about?

The University data centres (known as Anglesea and James Watson) are vital to the operation of the University of Portsmouth. The physical security of these data centres must be strictly controlled and access must be restricted to essential staff only. This advisory sets out the rules governing swipe-card access.

## Who is this for?

This IS Advisory is aimed at all staff and students of the University of Portsmouth and any third parties who may require access to the data centres.

## How does the University check this is followed?

Annual review of this IS advisory will be performed to evaluate its effectiveness.

## Who can you contact if you have any queries about this document?

Any questions about should be directed to [servicedesk@port.ac.uk](mailto:servicedesk@port.ac.uk)

## 1.0 Access control rules

1. Access to the data centres will be permitted to the following IS staff:
  - a. The Director of Information Services.
  - b. Members of the Enterprise Platform Services (EPS) group.
  - c. Staff with operational responsibility for equipment or systems housed in a data centre, which necessitates regular access.
2. Access to the data centres will be strictly limited to authorised staff whose names will be kept on a list (the 'EPS list') held by the Security Architect.
3. Other members of the University must apply for permission to the Estates department if they wish to have access on-going to the data centres.
4. The Estates (Campus Security) will have operational control the TDSI (Swipe-Card) system and make updates to the database as necessary.
5. Estates (Campus Security) will hold 'contractor' swipe cards (which allow access to all areas) in the Security Lodge. These cards are for emergency access to the data centres and they must be signed out when issued and returned to Campus Security when no longer required.
6. EPS-NSS will hold 3 'contractor' swipe cards which permit data centre access. These cards are intended for trusted contractors and must be signed-out when needed and returned to EPS-NSS when no longer required. A log will be kept to monitor this process.
7. Regular checks will be made to ensure that the EPS list and contractor card log are accurate and up to date.
8. Anyone who is not on the IS or Estates lists or is not in authorised possession of a contractor card, must be supervised while in the data centres.

University of Portsmouth  
Department of Human Resources  
University House  
Winston Churchill Avenue  
Portsmouth PO1 2UP  
United Kingdom

T: +44 (0)23 9284 3141  
F: +44 (0)23 9284 3122  
E: [university.secretary@port.ac.uk](mailto:university.secretary@port.ac.uk)  
W: [www.port.ac.uk](http://www.port.ac.uk)