Office of Information Technology

IT Standard
OFFICE OF INFORMATION TECHNOLOGY FACILITY PHYSICAL ACCESS

Standard: IT15001
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Version No.: 2.2
Administrative Owner: Data Center Operations Director

PURPOSE

Montgomery College ("College") information technology resources and digital business information are critical to the administrative business of the College and the success of its students. The task of protecting these resources in compliance with Montgomery College Board of Trustee ("BOT") policy and applicable Federal and State laws and regulations is the responsibility of the Office of Information Technology (OIT).

This Standard defines the manner in which OIT controls physical access to College facilities and Collegewide areas housing digital information and computer technology assets for which it is responsible. Compliance to this Standard and the documented processes that support this Standard will serve to mitigate the security risk associated with physical access to information technology assets.

SCOPE

This Standard applies to Montgomery College employees, contractors and vendors doing work on behalf of the College, College students, and all visitors to the College.

DEFINITIONS

Term	Definition
Access Key/Card	Personal access device encoded with an individual's access privileges and used to gain access to a secured area.
Contractor	An individual representative of a business external to Montgomery College who has been assigned to an OIT work group for a set period of time to supplement its work staff. The individual may reside either at an OIT facility or at an offsite facility not within the College boundaries. The individual reports directly to a College OIT supervisor or manager in addition to their own business management
Vendor	An external business entity contracted by Montgomery College for a set period of time for the purpose of providing a service or delivering a product.
Visitor	Anyone not in the employment of or contracted by Montgomery College.

STANDARD

A. Protective measures will be applied to all OIT governed facilities and areas. The measures shall be directly proportional to the criticality of the function being performed at the facility or area and the sensitivity of the information involved in the function.

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C. All additions and enhancements to the protective measures applied at OIT governed facilities will be reviewed by the Chief Technology Officer.

D. Physical access privileges to OIT governed facilities or areas are granted to individuals who have a documented or demonstrated requirement for access into or within the area for the purpose of completing College work assignments.

E. Physical access privilege assignments to OIT governed facilities and areas shall be reviewed and updated periodically by OIT Administrators in consultation with ITSG as well as the Director of Privacy and Cybersecurity Compliance, if required. The manner and timeliness by which physical access privileges are reviewed is documented in the physical access procedure developed for each OIT facility.

F. Access technology used in OIT governed facilities and areas will log each individual's date and time of access and exit from the facility or area.

G. The Information Technology Policy Administrator (ITPA) must be made aware of any external request for access activity logged by an OIT governed facility.

H. OIT may us video surveillance equipment in OIT governed facilities or in places of OIT controlled assets. Any such surveillance exists only to protect information assets of the College and not for the purpose of protecting personal property or providing personal safety. Surveillance equipment is to be limited to public or secured areas where individuals do not have a reasonable expectation of privacy. Signage will be posted in areas where video surveillance equipment is in use. Any surveillance will be conducted in a professional, ethical and legal manner. Placement of surveillance equipment within OIT must be approved by the CTO. A retention policy for how long tapes will minimally be available shall be part of the procedures for video surveillance. Requests to access video surveillance equipment content must be approved by the CTO.

I. All Montgomery College employees and contractors assigned to the OIT will wear College issued identification badges while on duty in any location at the College. Identification badges will be visible and easily accessible.

J. Access cards and/or keys issued to individuals for access to OIT governed facilities are the sole responsibility of the appointed owner, must not be shared, and must be immediately reported to the IT Service Desk, if lost or stolen.

K. Physical access privilege criteria or other facility protective measures specific to a Montgomery College OIT governed facility or area will be further defined in an associated OIT Facility Physical Access Process for the building or area.

L. The CIO is authorized to grant exceptions to this Standard.

EXCEPTIONS

Exceptions to this standard will be considered on a case-by-case basis in accordance with the IT Exception Request Process.

RELATED DOCUMENTS

- Gramm-Leach-Bliley Act (Nov 1999)
- Acceptable Use Policy and the accompanying Procedure/Guidelines Statement
- Montgomery College Safety and Security Policy (77001)

WEB SITE ADDRESS FOR THIS STANDARD

http://cms.montgomerycollege.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=1661

APPROVALS / REVISION HISTORY

DATE	VERSION / REVISION / NOTES	APPROVER
January 6, 2009	Original roll-out of this OIT Facility Physical Access document.	
September 9, 2019	Revised.	Anwar Karim, Chief Technology Officer
March 4, 2021	Reviewed.	David Ensign, Data Center Operations Director Anwar Karim, Chief Technology Officer
March 2021	Decided upon and added review cycle dates.	Nell Feldman / Keith Wilson