Data Centers and Mission Critical Facilities
Access and Physical Security Policy

Updated: 05/20/2010
Created: 05/30/2005
Planning & Facilities
Data Centers & Facilities Management
206.221.4500
uwtech-facilities@uw.edu
Revision 1.1
I. **Policy Statement**

UW Information Technology is responsible for ensuring a safe and secured environment in and around all of its data centers and mission critical facilities. This policy complies with UW Administrative Policy Statement (APS), section 00-2.1.

II. **Purpose**

The purpose of this policy is to promote access and physical security controls that safeguard equipment, personnel, and data in UW Information Technology centrally managed data centers and mission critical facilities.

III. **Application**

This policy applies to:

- All centrally managed data centers and mission critical facilities, both leased and owned, by UW Information Technology.

- All University of Washington employees, students, and non-employees, including vendors or those in partnership with the UW through affiliations, who support or utilize the centrally managed data centers and mission critical facilities.

Failure to comply with this policy and the below mentioned access and physical security procedures may result in disciplinary action up to and including: termination for University employees; contract termination in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. The University reserves the right to pursue appropriate legal actions to recover any financial losses suffered as the result of a violation this policy.

IV. **Access and Physical Security Procedures**

Attachment A: UW Information Technology Data Centers and Mission Critical Facilities Access and Physical Security Procedures establishes standards of practice and mechanisms to:

- Grant access privileges.
- Check users and visitors in and out.
- Inform authorized users of acceptable use/conduct.
References:

APS section 00-2.1, http://www.washington.edu/admin/rules/APS/TOC00.html

Attachment A:
UW Information Technology Data Center and Mission Critical Access and Physical Security Procedures. *Internal DCFM Access Control Office use only*

Attachment B:
UW Information Technology Data Center and Mission Critical Access and Physical Security Procedures. *Published*