

SUBJECT: COMPUTER SERVICES OFFICE SECURITY

DATE: July 1, 2006

STANDARD: The Computer Services office is a limited access area with signs posted to this effect to provide for a secure environment to protect the college's critical and often confidential information resources.

PROCEDURES:

1. The door to the interior Computer Services offices is to be kept locked at all times and the door to the Secretary's office is to be kept locked when unattended.
2. An electronic key to the Computer Services office may be issued to the following persons:
  - a. All Computer Services personnel requiring access
  - b. Individuals with approval from the Director of Computer Services
  - c. Head of Safety and Security

The electronic key will be returned to the Director when an employee is separated from employment.

3. Visitors are welcome to the Computer Services office when staff members are present.