IT SERVER ROOMS POLICY

<table>
<thead>
<tr>
<th>Author</th>
<th>Head of IT</th>
<th>Equality Impact</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Date</td>
<td>September 2003</td>
<td>Equality assessment</td>
<td>No</td>
</tr>
<tr>
<td>This Revision</td>
<td>September 2005</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Next Review Date</td>
<td>September 2008</td>
<td>Review Body</td>
<td>IM&amp;T Steering Group</td>
</tr>
<tr>
<td>Approved by</td>
<td>IM&amp;T Steering Group</td>
<td>Policy Number</td>
<td>IMT13</td>
</tr>
<tr>
<td>Date of Approval</td>
<td>November 2005</td>
<td>Classification</td>
<td>IM&amp;T</td>
</tr>
</tbody>
</table>
IT Server Rooms Policy

1. **Purpose**

The purpose of this policy is to ensure a minimum level of security is maintained by all Trust staff that has access to the IT Server Rooms.

2. **Scope**

The following policy is currently applicable to all Trust staff that has access to the IT Server Rooms based in Delfryn, Aberaeron and X-Ray, and all visitors requiring access to the IT Server Rooms.

3. **Roles and Responsibilities**

3.1 **Head of IT**

It is the responsibility of the Head of IT to ensure that this policy is enforced and complied with. The Head of IT is responsible for holding and maintaining the Access Log.

3.2 **All other staff with rights to access**

All staff must be aware of this policy and their obligations therein. It is their responsibility to ensure they carry out their duties in a professional manner whilst working in the IT Server Rooms.

3.3 **Visitors**

All visitors need to be made aware of this policy and their obligations therein. It is the responsibility of the member of IT accompanying the visitor to ensure they carry out their duties in a professional manner whilst working in the IT Server Rooms.

4. **Access to the IT Server Room**

A list (Server Rooms Access List) of authorised staff is currently listed in Appendix A.

A procedure for the safe use of the room facilities within the IT Server Room in X-Ray will be made available from the Facilities directorate. This will mainly be concerned with the safe use of the fire safety system in the room.

The primary mechanism for controlling access to the IT Server Rooms is via a digital door lock. There is also protection via the fire detection system.

Staff must wear their identification badge at all times, and visitors must wear visitors’ passes (available from Human Resources).

All authorised staff are required to be signed in and out of the IT Server Rooms Access Log. These log sheets are retained by the Head of IT. All visitors must also be recorded in the IT Server Rooms Access Log.

All individuals accessing the IT Server Rooms must sign in and out of the IT Server Rooms Access Log. This includes all visitors, who must be accompanied by a member of the IT staff at all times. These log sheets are retained by the Head of IT.

Inclusion onto the IT Server Rooms Access List must be approved and signed off by the Head of IT. These inclusions will be documented and retained by the Head of IT.
Entry into the IT Server Rooms by tailgating other staff is not permitted.

The use of mobile phones, pagers or other equipment that emits radio waves within the IT Server Rooms is forbidden unless specific exemption is obtained from the Head of IT.

Food and drink must not be taken into the Server Rooms.

On a monthly basis the Head of IT will review the Access Log; the Log will be signed at the last entry and dated.

5. Training and Awareness

All relevant staff will have this policy brought to their attention by the Head of IT. The policy will also be available on the Trust’s intranet and internet sites. Any queries regarding this document will be dealt with by the Head of IT.

6. Equality

The Trust recognises the diversity of the local community and those in its employ. Our aim is therefore to provide a safe environment free from discrimination and a place where all individuals are treated fairly, with dignity and appropriately to their need. The Trust recognises that equality impacts on all aspects of its day to day operations and has produced an Equality Policy Statement to reflect this. All policies and procedures are assessed in accordance with the Equality initial screening toolkit, the results for which are monitored centrally.

This policy has undergone the initial screening process in line with the Trust’s Race Equality Scheme and has shown a low level of impact.

7. Review

This policy will be reviewed in 3 years time. Earlier review may be required in response to exceptional circumstances, organisational change or relevant changes in legislation or guidance.

8. Monitoring

Access into and out of the IT Server Rooms will be monitored by the Head of IT via the Access Log, any discrepancy with work schedules against the Access Log will be investigated and appropriated action will be taken. Unauthorised access into the IT Server Rooms must be reported via the Trust’s incident management system, in addition to informing the Head of IT of the breach of security.

9. Discipline

Breaches of this policy will be investigated and may result in the matter being treated as a disciplinary offence under the Trust’s Disciplinary Procedure.
Appendix A  IT Server Room Access List

Steve Page – Head of IT
Matthew Poole - IT Technician
Stephen Fretwell – Senior Network Support Technician
Mark Dixon – IT Technician
Gareth Evans – IT Technician
Jane Brown – IT Helpdesk Co-ordinator
Trevor Day – Electrician
John Keith Evans – Estates On-Call
Gareth Roberts – Estates On-Call
Tony Clark – Estates On-Call
John Kimberley – Estates On-Call
Neil Passam – Radiology, access for PACS
Leigh Smaldon – Radiology, access for PACS
Gillian Clissold – Radiology, access for PACS