KPN Security Policy

KSP – Rule

Title	**Physical Security of Office Buildings**	
ID	**KSP-FA04-RL02**	
Funct. Area	04 – Physical Security	
Date	13 November 2015	
Version	v1.5	
Status	Approved	
Owner	CSO	

Summary

This Rule applies to all KPN office buildings and to the office sections of multi-purpose buildings (multi-purpose data centers and multi-purpose technical buildings).

Disclaimer

ID	KSP-FA04-RL02-R01
Title	<u>Roles and responsibilities</u>
Description	**KPN Security** KPN Security is responsible for the preparation and maintenance of this Rule. KPN Security has the right, as the responsible party, to conduct unannounced random checks and to audit or commission the auditing of the process. **SSO Real Estate Services** As the party responsible for managing the office buildings, SSO Real Estate Service must ensure that the requirements contained in this document are or will be met.
Related documents	N/A

ID	KSP-FA04-RL02-R02
Title	<u>Auditing</u>
Description	The party responsible for the buildings must perform an annual audit of all office buildings based on a representative sample, in order to determine the presence and effectiveness of the requirements laid down in this Rule.
Related documents	N/A

ID	KSP-FA04-RL02-R03
Title	Security requirements
Description	All security requirements must be implemented conform the VRKI Guidelines.
Related documents	N/A

ID	KSP-FA04-RL02-R04
Title	<u>Certification</u>
Description	All office buildings must have a so-called Security Certificate.
Related documents	N/A

ID	KSP-FA04-RL02-R05
Title	<u>Rental or disposal of office buildings or office sections</u>
Description	Before rental or disposal of an office building or the office section of a multipurpose building can take place, must always be a risk analysis performed.
Related documents	N/A

ID	KSP-FA04-RL02-R06
Title	<u>Security lodge manual</u>
Description	Security lodges in office buildings or in the office sections of multi-purpose buildings must always be occupied, unless a risk analysis has demonstrated that this is not necessary.
Related documents	N/A

ID	KSP-FA04-RL02-R07
Title	Transporting company assets
Description	1. Company assets* that are being transported out of the building by employees must be accompanied by the 'begeleidingsdocument'. 2. Security loges employees are allowed to check whether the 'begeleidingsdocument' is present when company assets are transported out of the building. * This is applicable for all company assets except for laptops and smartphones used for work by employees.
Related documents	KPN Bedrijfscode, Deelcode Bedrijfsmiddelen KSP-FA04-GL05 - Exit Controls KSP-FA04-GL06 - Pass document for (company) assets

ID	KSP-FA04-RL02-R08
Title	<u>Site layout</u>
Description	1. Sites must be easy to survey, without obstacles and with clear site boundaries. 2. The facade must be visible from street side and must not be obstructed by vegetation. 3. No trees, containers or other large objects must be placed near facades, as these may be used to climb the building. 4. Sites must have adequate, even lighting. Site entrances and exits must be adequately lit. 5. If fencing has been installed, it must be closed if no personnel is present. 6. During the day, parking spaces must be protected against third parties by installing an electrically operated barrier equipped with a card reader and intercom facilities.
Related documents	N/A

ID	KSP-FA04-RL02-R09
Title	<u>Parking facilities</u>
Description	Where possible, parking spaces for visitors must be physically separated from parking spaces for personnel (if this is not possible, a clear visual demarcation must be used), as separate parking spaces make it more difficult to steal (company) property, assets and goods without being noticed.
Related documents	N/A

ID	KSP-FA04-RL02-R10
Title	<u>Organizational measures</u>
Description	There are some organizational security measures taken to protect KPN assets.
Related documents	N/A

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ID	KSP-FA04-RL02-R11
Title	Structural measures
Description	In addition to the measures required under the VRKI Guidelines, there are some structural security measures taken to protect KPN assets.
Related documents	N/A

ID	KSP-FA04-RL02-R12
Title	Loading and unloading
Description	The following measures must be taken to prevent the unnoticed removal of (company) property, assets and goods from the building and the unnoticed and/or unregistered entry of persons into a building or room housing a KPN process: 1. Logistics areas must be easily accessible to suppliers (trucks etc.). 2. Entrances to logistics areas must have an access control system to prevent direct access to the building.
Related documents	N/A

ID	KSP-FA04-RL02-R13
Title	<u>Alarm dispatch</u>
Description	All alarms generated by the burglar alarm system and access granting system must be dispatched to a certified private emergency service control room (*Particuliere Alarmcentrale*, PAC) using a secure line.
Related documents	N/A

ID	KSP-FA04-RL02-R14
Title	<u>Alarm follow-up</u>
Description	Alarms must be followed by an adequate response from properly trained and authorized personnel.
Related documents	N/A

ID	KSP-FA04-RL02-R15
Title	<u>Burglar alarm system</u>
Description	A burglar alarm system must be present in each office building.
Related documents	N/A

ID	KSP-FA04-RL02-R16
Title	<u>Access control</u>
Description	1. The main entrance must be equipped with an entry and exit card reader. If a single-access door is not possible, the second door must have a circle lock, tour lock or similar (combined with an access granting system). 2. All persons entering non-public areas of buildings (i.e. past the reception desk) must be registered upon entry and departure. 3. Staff entrances and exits must be equipped with a card-reader-operated single-person circle lock or equivalent means of access. 4. Every card-reader-operated revolving door must be equipped with a door-closing device. 5. Bicycle parking facilities must be equipped with a card reader.
Related documents	KSP-FA04-RL01 - Physical Access Control

ID	KSP-FA04-RL02-R17
Title	<u>CCTV systems</u>
Description	1. Buildings must be equipped with CCTV systems. 2. The object size requirements laid down in section 7.6 of the NEN-EN-50132-7 standard apply to observation, recognition and identification.
Related documents	KSP-FA04-RL04 - Use of Surveillance Cameras NEN-EN-50132

ID	KSP-FA04-RL02-R18
Title	<u>Fire alarm systems</u>
Description	1. A fire alarm system must be installed. The system must be installed and maintained in accordance with standards and requirements laid down in legislation. 2. Alarms generated by this system must be dispatched to a regional or private emergency service control room, which directs any follow-up by the fire department or alarm response organization. 3. If the fire alarm is dispatched to the fire department, a so-called fireman's key safe or vault must be installed near the fire department entrance. The cylinder of this safe or vault must fit the fire department's key system. 4. So-called fire-extinguishing stations must be installed near stationary hose reels. A fire-extinguishing station consists of: a. A hose reel b. A portable fire extinguisher next to each hose reel 5. If manually operated call points are available, a call point must be installed near each hose reel. 6. The fire-extinguishing station must be designed in such a manner that the small fire extinguisher must always be removed first, before the hose reel can be used. 7. Portable fire extinguishers must meet the requirements laid down in the BORG Guidelines and the applicable NEN standards. 8. The small fire extinguishers must be foam extinguishers.
Related documents	NEN 2535

ID	KSP-FA04-RL02-R19
Title	<u>Data cabling and sections</u>
Description	1. There should be no active network connections in building sections which are not in use by KPN. 2. There should be no unattended KPN workstations in building sections which are not in use by KPN. The network connection of this PC should not have a direct link with the KPN network. 3. A MER and SER area should not be used jointly with third parties. 4. A MER area must always be placed in the building section which is used by KPN. 5. If a SER area is not placed in the building section which is used by KPN, then advanced security measures must be taken. 6. The IT cabling in building sections which are not in use by KPN must be disconnected.
Relating document	N/A