

KPN Security Policy



KSP – Rule

Title	Physical Security of Technical Buildings	<p>The diagram illustrates the hierarchy of security documents. It starts with 'Top level policy (mandatory)' at the top, followed by 'Standards (mandatory)', 'Rules (mandatory)', 'Guidelines (supporting)', and 'Tools (supporting)' in a descending sequence. A blue line connects the first three items, and a grey line connects the last three.</p>
ID	KSP-FA04-RL03	
Funct. Area	04 – Physical Security	
Date	5 February 2016	
Version	v1.4	
Status	Approved	
Owner	CSO	

Summary

This Rule applies to technical/infrastructure assets used by KPN. The security measures that must be taken for the technical/infrastructure assets that KPN uses have been categorized according to the type of building/asset. The categorization for NIO ACN assets was laid down by and is managed by NIO ACN.

Disclaimer

The content of this document is to describe KPN's policy on this specific topic. If and when this document is partly or fully disclosed to parties outside of KPN, it's important to hereby note towards those parties that this contains KPN's intended policy and cannot in any way be read or construed to be an explicit or implied formal guarantee or promise that its content can always be fully executed or complied to.

ID	KSP-FA04-RL03-R01
Title	<u>Classification</u>
Description	<p>The categorization of NIO ACN assets must be submitted to KPN Security and will be managed by NIO ACN. The classification of the assets is as follows.</p> <p><i>NIO ACN THM:</i></p> <ol style="list-style-type: none"> 1. High Network (HN) 2. BackBone 3. Metro Core (MC) 4. Metro Bridge (MB) 5. Metro Access (MA, including accommodation at third-party premises, cable distribution cabinets, street cabinets, and similar) 6. Other assets <p><i>NIO ACN ICTM Mobile:</i></p> <ol style="list-style-type: none"> 1. Outdoor configurations 2. Mobile Terminating Network (MTN) / AKA sheds 3. Locations at landlords 4. The core locations are accommodated within the NetCo assets <p><i>NIO ACN ARO TV & Media</i></p> <ol style="list-style-type: none"> 1. Broadcast sites (physical containers)
Related documents	N/A

ID	KSP-FA04-RL03-R02
Title	<u>Roles and responsibilities</u>
Description	<p>KPN Security KPN Security must prepare and maintain this Rule. As the responsible party, KPN Security has the right to conduct random checks and to audit or commission the auditing of the process.</p> <p>NIO ACN (THM) NIO CAN must manage NIO ACN assets and is responsible for preparing implementation guidelines.</p> <p>NIO ACN (Mobile) NIO ACN must manage the NIO ACN assets and is responsible for preparing implementation guidelines.</p> <p>NIO ACN (TV & Media) NIO ACN must manage the NIO ACN assets and is responsible for preparing implementation guidelines.</p>
Related documents	N/A

ID	KSP-FA04-RL03-R03
Title	<u>Auditing</u>
Description	<p>The party responsible for the buildings annually audits the Top 7 of all office buildings based on a representative sample to determine the existence and effectiveness of the requirements laid down in this Rule. The other buildings will be audited randomly on request or after consultation between the parties concerned.</p> <p>The audit results must be submitted to the person responsible for security at NIO ACN and to KPN Security.</p>
Related documents	N/A

ID	KSP-FA04-RL03-R04
Title	<u>Security requirements</u>
Description	All security requirements must be in conformity with the BORG Guidelines. A Security Certificate is <i>not</i> required for the Technical Assets.
Related documents	N/A

ID	KSP-FA04-RL03-R05
Title	<u>Rental or disposal of office building or office section</u>
Description	<p>NIO ACN, KPN Security and the security department of the relevant segment must always perform a risk analysis prior to the rental or disposal of an office building or the office section of a multi-purpose building. Rental to third parties will be permitted only in exceptional cases. The check made on this matter, including a risk analysis, must be submitted to the MT NIO ACN.</p> <p>A risk analysis identifies any additional measures that might be necessary or must be taken. This will also be required on the disposal of assets, but in that case because KPN systems are often transferred and any architectural separation (especially office/telephone exchanges in combined premises) will be incomplete.</p>
Related documents	N/A

ID	KSP-FA04-RL03-R06
Title	<u>Security booth staffing</u>
Description	<ol style="list-style-type: none"> 1. If there is a manned security lodge, the processes and procedures must be recorded in the logbook. 2. Processes for dealing with alarms must have been laid down and approved by the 'building owner' and must be compatible with KPN security policy. 3. HN locations must have a compartmentalized security lodge (in case there is one).
Related documents	N/A

ID	KSP-FA04-RL03-R07
Title	<u>Site layout</u>
Description	<p>Sites must be easy to survey, without obstacles and with clear site boundaries. Plants and shrubs must not be higher than 50 cm.</p> <p>No trees, containers or similar objects must be placed near facades, as they could be used to climb the walls. It depends on the type of building which category fencing will be applied.</p> <p>Additional measures may be taken if necessitated by local circumstances.</p>
Related documents	N/A

ID	KSP-FA04-RL03-R08
Title	<u>Parking facilities</u>
Description	<ol style="list-style-type: none"> 1. If possible, parking spaces for company vehicles must be separated from parking spaces for other vehicles or must be marked recognizably. 2. If the layout of the parking area permits, the parking spaces for visitors must be separated physically (or otherwise be marked recognizably) from parking spaces for staff and company vehicles. 3. At HN locations, no vehicles may be parked within 2.5 meters of the building.
Related documents	N/A

ID	KSP-FA04-RL03-R09
Title	<u>Organizational</u>
Description	<p>Streetcabinets:</p> <ol style="list-style-type: none"> 1. A street cabinet must be placed at a location that minimizes the risk of sabotage. <p>Outdoor sites (Mobile):</p> <ol style="list-style-type: none"> 1. An outdoor site must be installed in a way that minimizes the risk of sabotage.
Related documents	N/A

ID	KSP-FA04-RL03-R10
Title	<u>Compartmentalization</u>
Description	<p>Compartmentalization must be accomplished by means of:</p> <ul style="list-style-type: none"> • A card reader or key for facility supporting areas, and • A card reader for process doors <p>Allowance must be made for the circumstance that KPN must offer space to third parties/TELCOs.</p> <ol style="list-style-type: none"> 1. These third parties must be kept outside KPN processes. 2. A separate entrance directly in/to their area is mandatory. If this is not possible, the routing to the rented spaces must be kept outside KPN primary process. 3. TELCO room is regarded as a standalone compartment. 4. Separation between the KPN part and the TELCO part must be equivalent to the separation provided by an outer shell. <p>The architectural requirements for the compartment must be drawn up in accordance with of the VRKI Guidelines.</p>
Related documents	KSP-FA04-RL01 - Physical Access Control

ID	KSP-FA04-RL03-R11
Title	<u>Structural measures</u>
Description	The measures will be taken conform the BORG Guidelines.
Related documents	KSP-FA04-RL01 - Physical Access Control

ID	KSP-FA04-RL03-R12
Title	<u>Loading and unloading</u>
Description	<p>Loading and unloading must occur under the supervision of employees designated by the manager.</p> <p>A switch must be provided that assures that outside doors and inside doors can never be opened at the same time. The loading and unloading area must be separated physically from the other areas.</p>
Related documents	N/A

ID	KSP-FA04-RL03-R13
Title	<u>Alarm dispatch</u>
Description	All alarms generated by the burglar alarm system and access control system must be dispatched to a certified private emergency service control room (<i>Particuliere Alarmcentrale</i> , PAC) using a secure line.
Related documents	N/A

ID	KSP-FA04-RL03-R14
Title	<u>Alarm response</u>
Description	A certificated alarm response organization must respond to the alarm.
Related documents	N/A

ID	KSP-FA04-RL03-R15
Title	<u>Burglar alarm system</u>
Description	The measures will be taken conform the BORG Guidelines.
Related documents	N/A

ID	KSP-FA04-RL03-R16
Title	<u>Access control</u>
Description	Access control information will be registered.
Related documents	KSP-FA04-RL01 - Physical Access Control

ID	KSP-FA04-RL03-R17
Title	<u>CCTV systems</u>
Description	<ol style="list-style-type: none"> 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. 3. CCTV is not mandatory unless deemed advisable based on a risk analysis. <p>A digital recorder must be used with functional requirements appropriate to the KPN Security equipment.</p>
Related documents	KSP-FA04-RL04 - Use of surveillance cameras NEN-EN-50132-7

ID	KSP-FA04-RL03-R18
Title	<u>Fire alarm systems</u>
Description	<ol style="list-style-type: none"> 1. Technical assets must be equipped with an automatic fire alarm system that provides full surveillance. This means that all accessible areas larger than 2 m² in assets of this category must be fitted with automatic fire alarms. 2. A compartment may not exceed 650 m². For areas larger than 500 m², a risk analysis must be carried out by NIO ACN, CISO BCM, KPN Security, and the security department of the segment concerned. 3. Permanent hose reels and manual extinguishers must be provided (this does not apply to MA locations). 4. Cable ducts that pass through fire-resistant or smoke-resistant compartment walls must be sealed so that the fire-resistance ('WBDBO') and smoke-resistance ('WTRD') remain at the same level. There must be compliance with any guidelines issued by the supplier/manufacturer. 5. All alarms originating from the fire alarm system must be reported to the KPN alarm organization. The alarm organization will initiate actions in accordance with fixed protocols. 6. If the fire alarm is dispatched to the fire brigade, a fireman's key safe or vault must be installed near the fire brigade entrance. <ol style="list-style-type: none"> a. The cylinder of this safe or vault must be compatible with the fire brigade's key system. b. The fire brigade key safe/vault must contain a key that provides access to all areas/doors of the building.
Related documents	N/A

ID	KSP-FA04-RL02-R19
Title	<u>Transporting company assets</u>
Description	<ol style="list-style-type: none"> 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. <p>* This is applicable for all company assets except for laptops and smartphones used for work by employees.</p>
Relating Document	KPN Bedrijfscade, Deelcode Bedrijfsmiddelen KSP-FA04-GL05 - Exit Controls KSP-FA04-GL06 - Pass document for (company) assets