[organization logo]

[organization name]

**PROCEDURES FOR WORKING IN SECURE AREAS**

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# Purpose, scope and users

The purpose of this document is to define basic rules of behavior in the secure areas.

This document is applied to all secure areas in the Information Security Management System (ISMS).

Users of this document are all employees of [organization name].

# Reference documents

* ISO/IEC 27001 standard, clause A.11.1.5
* Access Control Policy
* Inventory of Assets

# Rules for secure areas

## List of secure areas

Existing secure areas that require special rules are the following:



Responsible persons for each secure area are listed as asset owners in the Inventory of Assets.

## Right of access to secure areas

Access to secure areas is approved according to the Access Control Policy.

## Entry controls

Access to secure areas is protected with the following entry controls:



## Access of visitors

Persons who are not employed in [organization name] (further: visitors) must obtain access according to the Access Control Policy.

Visitors may enter the secure areas and stay in those areas only in the presence of a designated employee – this employee must accompany the visitor throughout their whole stay in the secure area.

The precise time of visitors’ entry and exit from the secure areas will be logged in [name of the log] by [job title].

## Prohibited activities

In secure areas it is not allowed to:

* perform any kind of photographic, audio or video recording;
* plug any electrical device into a power supply unless specifically authorized to do so;
* touch or in any other way tamper with any equipment installed in secure areas unless specifically authorized to do so;
* connect any device to a network unless specifically authorized to do so;
* archive a larger amount of paper materials;
* store flammable materials or equipment;
* use any kind of heating devices;
* smoke, eat or drink.

## Periodic checks

If [name of a secure area] hasn't been used for [time period], [job title] needs to check if it complies with security and safety requirements.

# Managing records kept on the basis of this document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Record name | Storage location | Person responsible for storage | Controls for record protection | Retention time |
| [Swipe card reader logs] | [name of the system] | [job title] | Only [job title] has access to the system | 3 years |
| [Recordings from CCTV cameras] | [name of the system] | [job title] | Only [job title] has access to the system | 3 years |
| [Name of visitor logs] | [job title]'s computer | [job title] | Only [job title] has access to logs | 3 years |

# Validity and document management

This document is valid as of [date].

The owner of this document is [job title], who must check and, if necessary, update the document at least once a year.

When evaluating the effectiveness and adequacy of this document, the following criteria need to be considered:

* number of incidents arising from non-compliance with this document

[job title]

[name]

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[signature]