# IT Physical Security Policy



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This policy is informed by [NIST.SP.800-116r1](https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-116r1.pdf)

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# Business Level Information

Consider these suggestions for helping to improve your businesses physical security:

Choose the best possible location to store data and backups to minimize damage from natural disasters.

Clearly define public and restricted areas of operation. Only allow access to personnel with proper identification.

Install a fence that surrounds the perimeter of your business, to provide a buffer of at least 20 feet.

Have security guards where and when needed.

Equip your company with CCTV (closed-circuit television), to protect important areas of your business.

Follow proper fire code procedures, such as installing fire alarms and fire extinguishers. Regularly follow-up to make sure they are in working order.

Have proper door fitment to the frame without any gaps and use locks that would be hard to compromise.

Do not place windows where important assets are kept. Keep these out of sight, out of mind.

Install adequate lighting in and around your business.

Install an alarm system to minimize the risk of theft, or reduce loss in the event of a theft.

Uninterruptible Power Supplies (UPSs) and/or surge-protectors should be considered for all company systems.

Consider purchasing locked shredding bins for employees to properly dispose of secure documents.

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## Background

Physical security can be your first line of defense and securing it properly can help protect your business as well as personal safety. We can create guidelines to ensure that your business’s information, resources, and facilities are protected from danger, damage, or theft. To do that we need to identify critical assets and make a plan to protect them.

## Objective

The goal of this policy is to clearly define the rules that our company has regarding physical security.

## Scope

This policy applies to all employees of this company and has guidelines for both the business and individual employees.

## Policy

* Employees will have their ID badge on at all times and it needs to be easily visible.
* Locked doors shall not be propped open and should remain locked when not in use.
* Employees need to store important documents in a secure, restricted-access location when not in use and keep track of the documents when they are removed for use.
* Shred or incinerate all documents when they are no longer needed and dispose of them properly.
* Users must log off or shut down their workstations when leaving for an extended time period, or at the end of the workday.

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Trainer/Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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