

## Seneca County Data Center Access Policy



X	Countywide	Department:	Division:
Supersedes: N/A			Effective Date: 1/1/2020
Approving Authority: Seneca County Commissioners			
Originating Department(s): Commissioners			
Document Title: Seneca County Data Center Access Policy			

### Seneca County Data Center Access Policy

- I. **Purpose:** The purpose of this policy is to limit physical access to Seneca County data center facility that host Seneca County information systems and IT resources; while also ensuring properly authorized access is allowed. This policy is enacted pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA); Part 164.310(a)(1) – Facility Access Controls and 164.310(a)(2)(ii) – Facility Security Plan.
  
- II. **Policy Statement:** Seneca County operates one data center which require restricted access. Physical access to Seneca County data centers is secured by an electronic card/reader (security badge) system. Administration and monitoring of this system are provided by Seneca County Sheriff’s Office.

#### Data Center Access Levels

**Escorted:** Individuals that have an infrequent need for data center access will be granted escorted status and will not have electronic access via a Seneca County security badge. Escorted access will be provided primarily during normal business hours (8:30 am to 4:30 pm). After-hours escorted access will be granted on an emergency or pre-arranged basis only upon approval of approving authority or County Administrator. Individuals requesting escorted access must be accompanied by an authorized Seneca County person at all times. They are required to provide identification on demand and leave the facility when requested to do so. They must not allow any other person access to a data center.

**Unescorted:** Seneca County IT staff that work inside a data center and other individuals that require access based on their job requirements will have either limited or unlimited unescorted access to a data center. Individuals granted unescorted access must display their Seneca County security badge at all times when in a data center.

- Limited: Monday through Friday, normal business hours (8:30 am to 4:30 pm)
- Unlimited: Seven days a week, 24 X 7

**Vendor:** Approved vendors shall be granted escorted access to a data center to perform scheduled maintenance, repair work or custodial work. These individuals will require escorted access as defined above unless receiving written approval from approving authority.

### Data Center Access Authorization

- Unescorted access to the Seneca County data center is authorized by the approving authority.
- Unescorted access to any data center for Vendors providing environmental system maintenance and/or custodial work is authorized by the approving authority or designee.

### General

- Data center access lists will be reviewed at least once a year by the County IT Committee. Authorizing approving authority will remove any individuals who no longer have a legitimate business need to access a data center.
- As part of the employee exit procedure, the appropriate authorizing authority is notified when employees leave the department. The authorizing authority will request the immediate removal of access rights if the employee has data center access.

### **III. Definitions:**

- a. Information System: including but not limited to:
  - Mobile devices including cell phones, smartphones, and tablets.
  - Mainframes including IBM or IBM compatible computers used for large-scale computing purposes.
  - Servers including any computing device executing a server version of operating system software including but not limited to Linux, AIX, UNIX, Windows or OS400.
  - Storage Area Network (SAN) devices, Network Attached Storage (NAS) devices or any other externally attached disk storage subsystem.
  - Workstations including any desktop, laptop or netbook personal computing device.
  - Photocopiers or digital copiers including network attached and stand-alone models that store images on non-volatile memory (hard disk drives or flash memory).
- b. Seneca County Information Technology (IT) Resource: Local, cloud based, or hosted Seneca County data systems (Microsoft Exchange, Azure, AWS, any database storage, etc.) and Seneca County IT services (Seneca County email, Enterprise Mobility Management, Active Directory, NetMotion, etc.).

**III. Applicability:** The policy applies to authorized Seneca County employees requiring data center access. Any employee found to have violated this policy may be subject to disciplinary action, up to and including dismissal.

**V. Policy Responsibility and Management:**

- **Responsibility for the Policy:** The IT committee has responsibility for development and implementation of this policy. Within the County, the responsibility is delegated to the approving authority.
- **Policy Management:** The approving authority will review this policy no less than every three years from adoption or last revision date. The approving authority shall make any necessary revisions in accordance with standard practice changes, statutes or changes in the law. Any policy revision made shall be submitted to the appointed policy committee at the time of revision for approval and adoption.
- **Plan for communicating and training:** The Seneca County approving authority will communicate this policy and any changes to the policy to all department heads. Department heads are responsible for disseminating policies and updates to their staff and ensuring their staff attends any associated training.
- **Contact Department/Division and number:** County Commissioners Office – [itmgr@senecacountyohio.gov](mailto:itmgr@senecacountyohio.gov) 419-447-4550

**VI. Related Policies, Procedures, and Publications:**

- None

**VII. Appendices:**

- None

**VIII. History:**

Effective Date	Version	Section(s) Revised	Author
Oct 15, 2018	1.00	Original policy update and move to new template	Jacob Schaaf
Dec 9, 2019	1.1	Entire	IT Committee