

IT POLICY

SERVER ROOM ACCESS

Server Room Access

Restrictions on Server Room Access

Instalcom server rooms house confidential, proprietary, sensitive and critical information. This information must remain confidential within the company.

The company owes a duty of care to protect the information of its staff, officers, shareholders, clients, suppliers and advisors, and inappropriate access to server rooms may lead you to breach legal or contractual duties owed to any of these parties. Access to server rooms should therefore be strictly limited.

Permanent access to Instalcom server rooms or any third-party space used to host Instalcom computer systems, should only be provided to staff who are responsible for activities inside the server room e.g. add/remove/change of systems, backup and restore and facilities management.

Restrictions on Server Room Access by Third Parties

Clients or client auditors must not be granted access to server rooms. The only parties (external to Instalcom) who may be permitted access to server rooms are as follows:

OCU Internal Audit or OCU assigned auditors (e.g. Deloitte).

These audits will allow Instalcom to meet regulatory requirements and statutory audits and contractual obligations with clients

Authorised maintenance, service and installation engineers working under a signed contract with OCU or Instalcom. In this case the relevant third-party should be accompanied at all times while they are in the server room.

Signed.....Date: 15/01/21
Brian Lynch – Head of IT

Signed.....Date: 15/01/21
Vince Bowler - Managing Director

