08-16-00 Electronic Key Cards Policy

PURPOSE

The purpose of this policy is to establish the security parameters of the Technology Services Division physical spaces on campus.

DEFINITIONS

- **Keycard:** NSCC currently uses the Continental Access electronic card system, consisting of electronic door locks, control equipment, credit-card size electronic keycards, and administrative software to control access to rooms on campus.

POLICY

1. The corridor doors to the Technology Services Division office suites and to the Data Center are to be kept locked at all times and the door to the Secretary's office is to be kept locked when unattended.

2. Venetian blinds on the Data Center doors are to be kept closed.

3. Keycard access is authorized by a Security Key Card Request form.

4. An electronic keycard to Technology Services Division offices may be issued to the following persons:

   A. All TSD personnel requiring access

   B. Individuals with approval from the Chief Information Officer or Vice President of Business and Finance

   C. Chief of Police or designee(s)

5. Visitors are welcome to the Technology Services Division office when staff members are present.

6. Keycard access to the Data Center is issued only to TSD personnel who routinely perform work-related functions.

7. Visitors to the Data Center, including employees without keycard access to the Data Center and vendor technicians performing work on equipment in the data center, will be accompanied by a TSD employee.

8. Visitors to the Data Center, including employees without keycard access to the Data Center and vendor technicians performing work on equipment in the data center, will sign the paper visitor log.

9. Network closets will be kept locked and keycard access granted to TSD personnel who work on the equipment contained within.

10. The electronic keycard will be returned to the Campus Police Office when an employee is separated from employment.

CHANGE LOG

Date	Change	By
3/17/2021	Created from S&P B5 and C1	PAK
10/18/2023	Title and department title changes in 4B, 4C, 10	BR
10/18/2023	Removed "occupy office within that space" in 6	BR
10/18/2023	Changed Key Request to Security Key Card Request form	BR

Approved by President's Cabinet 6/14/21; updated 12/11/23