

# PHYSICAL PROTECTION OF IT FACILITY POLICY



**MUNISIPALITEIT  
RICHTERSVELD  
MUNICIPALITY**

**Approved Date: 29 August 2017**

**Council Resolution Nr: RVN 020/08/2017**

**Effective Date: 01 September 2017**

**Review Date: 30 Junie 2018**

## 1. PURPOSE

To ensure that the ICT Department safeguards the data and computer equipment of the Richtersveld Local Municipality against possible loss, theft, corruption, unauthorized access and use.

## 2. SCOPE

This document addresses the following issues:

- UPS (Auxiliary power feed) to critical ICT assets.
- Physical Access to the Municipality ICT infrastructure.
- Protection of ICT assets against environmental factors

## 3. PRIORITIES

The most important protection measures are listed below reflecting the relevant rating of importance of each. The municipality will implement the measures in the order of importance starting with the measures rated as "high".

| Security Measure           | Importance |
|----------------------------|------------|
| Air conditioning system    | High       |
| Uninterrupted Power Supply | High       |
| Access control system      | High       |
| Fire protection system     | Medium     |
| Security camera's          | Low        |
| Security officer           | Low        |

- Air conditioning system

A good air conditioning system in a computer room is vital to ensure the availability of computer systems as well as extending the life of the equipment.

- Uninterrupted Power Supply

The UPS system will improve availability of the computer systems as well as protect data by eliminating the abnormal shut down of the servers.

- Fire protection

Fire extinguisher and Fire detection system must be installed to minimize fire outbreak.

- Access control system

Biometric finger print scan system provides control to the building. Burglar gates installed at IT Office. Biometric finger print reader must be installed at the entrance to the server room.

- Security camera's

Security camera's can assist in identifying the cause of damage / sabotage.

- Security officer

Security officer is available 24hours.

#### 4. POLICY REVIEWING

At present there is a Clause in all approved policies whereby it be reviewed annually by the Council.  
There is however only a certain number of policy statements (e.g. finance related) that must be reviewed annually according to legislation.

**AUTHORITY**

MM Approval: 

Date:

Council Approval:

Date: