


<p><b>Name of Policy:</b> Technology Physical Safeguards</p> <p><b>Policy Number:</b> 3364-65-03</p> <p><b>Approving Officer:</b> President</p> <p><b>Responsible Agent:</b> Vice President, CIO/CTO</p> <p><b>Scope:</b> All University of Toledo organizational units</p>	<div style="text-align: right;">  </div> <p><b>Effective date:</b> June 27, 2022</p> <p><b>Original effective date:</b> October 11, 2007</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p style="text-align: center;">X</p> <p><input type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Reaffirmation of existing policy</p>

(A) Policy Statement

The security of technology assets requires reasonable and appropriate physical security and environmental controls. The university secures its technology assets through measures designed to limit access to sensitive data to authorized users. These measures may include physical access controls, identity controls, computing environment controls, and logging controls.

(B) Purpose

This policy establishes policies to secure sensitive information processed, stored in computer rooms, network data closets, data centers, server rooms, and telecommunication closets from equipment/data theft, vandalism, loss, and unauthorized access.

(C) Scope of Policy

This policy applies to all University operating units and to any University partnerships, vendor/vendee relationships or other contractual relationships where Sensitive Information may be exchanged, accessed, processed, and otherwise disclosed.

(D) Definitions

- (1) Device. As used in this policy, “Device” shall retain its meaning as defined in section (D) of the Technology Asset Management Policy, University Policy Number 3364-65-05.
- (2) Information Technology Asset. Information Technology Assets (“IT assets”) shall retain their meaning as defined in section (D) of the Technology Asset Management Policy, University Policy Number 3364-65-05.
- (3) Sensitive Data. Data for which the university has an obligation to maintain

confidentiality, integrity, or availability.

- (4) Technology Asset. Technology assets shall retain their meaning as defined in section (D) of the Technology Asset Management Policy, University Policy Number 3364-65-05.
  - (5) Workstation. As used in this policy, “Workstation” shall retain its meaning as defined in section (D) of the Technology Asset Management Policy, University Policy Number 3364-65-05.
- (E) Policy
- (1) Identity, Access, and Audit Controls. Access to all computer rooms, network data closets, data centers, server rooms, and telecommunication closets is restricted to authorized personnel. Additional requirements for access and identity controls are established under the university’s Information Security and Technology Administrative Safeguards Policy, Policy Number 3364-65-02.
    - (a) Identity Controls. Reasonable individual identification may be required before being granted access to university computing facilities.
    - (b) Visitor Controls. Visitor access to locations housing technology assets may be restricted without notice.
  - (2) Contingency Plans. The University will maintain procedures sufficient to allow physical access to its information systems in the event of an emergency or contingency scenario.
  - (3) Facilities & Maintenance Controls

The University will establish procedures to safeguard the facility and the equipment therein from unauthorized physical access, tampering, and theft. The university documents repairs and modifications to the physical components of a facility which are related to security.
  - (4) Computing Environment and Workstation Controls. The physical security requirements for Devices and for Workstations are established under the university’s Device and Workstation Policy, Policy Number 3364-65-06.
  - (5) Asset Lifecycle and Disposal. The university has established policies and procedures to address the re-use and final disposition of technology assets. The disposal requirements for technology assets are established under the university’s Technology Asset Management Policy, Policy Number 3364-65-05.

- (6) **Recordkeeping.** The university has established a requirement for the disposition of university technology assets to be reasonably known at all times. The recordkeeping requirements for technology assets are established under the university's Technology Asset Management Policy, Policy Number 3364-65-05.
- (7) **Tampering with Computing Equipment.** The university requires that assets which access, create, store, transmit, receive, or destroy sensitive data be reasonably guarded against tampering. Contact the Information Security Office immediately if you suspect a technology asset has been tampered with.

<p>Approved by:</p> <p><u>/s/</u></p> <p>James Holloway, Ph.D. President</p> <p><u>June 27, 2022</u> Date</p> <p><i>Review/Revision Completed by:</i> Vice President, CIO/CTO, Senior Leadership Team</p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• <i>Data Center/Data Closet Access Policy 3364-65-10.1</i></li> </ul> <p>Initial effective date: October 11, 2007</p> <p>Review/revision date: June 8, 2011, July 18, 2014, November 19, 2018, September 10, 2020; June 27, 2022, July 16, 2025</p> <p>Next review date: June 27, 2025</p>
---	--