Office of the Chief Information Officer Directive: IT 8.01	Published: 04/2019
Chapter: Physical and Systems Security	Last Review: 01/2022
Subject: **Physical and Infrastructure Security**	

1 DIRECTIVE

1.01 GNB organizations will take appropriate measures to ensure that physical access to IT computing systems or infrastructure is available only to those individuals who require it to perform their duties.

2 PURPOSE

2.01 The purpose of this Directive is to ensure that:

- There is protection against accidental physical damage by inexperienced personnel or intentional damage by people intent on doing damage to the installation.
- All employees are aware of the hazards and take positive action to enforce access restrictions without putting themselves at risk from intruders.
- The controls for physical access are current, relative to personnel responsibilities and the sensitivity of data being secured.

3 SCOPE

3.01 This directive applies to all employees.

4 RESPONSIBILITY

4.01 The **Site Manager** is responsible to review, approve and maintain appropriate authority levels for all GNB employees to all IT installation locations, whether on or offsite.

4.02 All employees are responsible to respect and comply with the safeguards, encourage others to do so, and to consider reporting or addressing instances of non-compliance.

5 DEFINITIONS

5.01 "**Access control**" refers to implementing and enforcing controls to govern the access that employees and others have to IT systems and assets and the locations where these systems are housed or used.

5.02 "**Cloud computing**" refers to processing, storing or accessing data or programs through the Internet, as opposed to carrying out these functions using hardware and software installations physically residing in your organization.

5.03 "**Tailgating**" refers to the action of breaking physical security by closely following an authorized individual through an otherwise locked door into a secure area.

6 RELATED DIRECTIVES

OCIO IT 1.04 — Site Planning

OCIO IT 8.02 — Systems Security

OCIO IT 8.03 — User Identification and Passwords