ISO 27001 A6 Organisation of Security Information

Version	Updated By	Date	Change Description
1.0	JPH	01/06/2021	First Release

Introduction

Montgomery and Coupers supplies "SOTERweb" a CAFM / Contractor and Supplier Facilities Management System as a platform for Organisations to Store, Manage and Monitor Organisation, Contractor, Contacts and Estate information and operational requirements and responsibilities.

Purpose

This document sets the Physical and environmental security policy within the scope of the **SOTER**web System.

Applicability

This document applies to staff who are involved with **SOTER**web.

A11 Physical and environmental security

A11.1 Secure areas

Servers will be protected by the following Visible and Physical Security;

A.11.1.1 Physical security perimeter.

- 24 x 7 x 365 Manned Security & Monitoring
- Internal and External CCTV systems
- Security breach alarms

A.11.1.2 Physical entry controls

- Smart Card access policies

A.11.1.3 Securing offices, rooms and facilities

- Offices, Rooms and facilities will be located and secured within the areas defined in A.10.1.1.1

A.11.1.4 Protecting against external and environmental threats

- 24 x 7 environmental monitoring systems
- Constant evaluation and testing of all systems
- N+1 redundant Heating Ventilation Air Conditioning (HVAC) system
- Fully redundant air handling units provide constant fresh airflow
- Raychem Fluid Detection
- FM200 fire suppression equipment

A.11.1.5 Working in secure areas

- Offices, Rooms and facilities will be located and secured by the items defined in A.10.1.1.1 Physical security perimeter.

A.11.1.6 Delivery and loading areas

- Delivery and loading areas will be located and secured by the items defined in A.10.1.1.1 Physical security perimeter.

A11.2 Equipment siting and protection

Servers will be located protected by the following Visible and Physical Security;

A.11.2.1 Equipment siting and protection

- 24 x 7 x 365 Manned Security & Monitoring
- Internal and External CCTV systems
- Security breach alarms

A.11.2.2 Supporting utilities

- Dual independent power feeds
- Backed up by dual battery string Uninterrupted Power Supplies (UPS) systems
- 2 Megawatt diesel generators - protect services from any single power failure

A.11.2.3 Cabling security

- Diverse fibre routing via multiple carriers
- Truncated internal cable network
- ODF/DDF (Optical Distribution Frame/Digital Distribution Frame) bandwidth
- Cross Connection to a number of Tier 1 carriers
- Internal inventory systems track all cables, circuits and cross-connects
- Scalable architecture including multiple redundant core switches and router

A.11.2.4 Equipment maintenance

- On site technical engineers 24 x 7
- All technicians are employed directly by Easyspace
- Centre Network Operations Centre (NOC) connected to central operations centre

A.11.2.5 Removal of Assets

- Before removal of Assets all data will be erased

A.11.2.6 Security of equipment and assets off-premises

- No Assets are off-premises.

A.11.2.7 Secure disposal or reuse of equipment

- Before removal of Assets all data will be erased before disposal or reuse.
- Equipment will then be reused of disposed of by the Hosting Company.

A.11.2.8 Unattended user equipment

While equipment is unattended the following provisions will be utilised;

- 24 x 7 x 365 Manned Security & Monitoring
- Internal and External CCTV systems
- Security breach alarms

A.11.2.8 Clear desk and clear screen policy

Desk will be kept clear naturally as all information is digital.

Screens will be set with a Sleep facility and will require a password to be entered to access the Equipment / Screen