

The Right Door for Hope, Recovery and Wellness

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|---|-----------|--------------|------------------------------|
| Chapter Title | Section # | | Subject # |
| Information Technology / Information Systems | ITIS | | 401 |
| Subject Title | Adopted | Last Revised | Reviewed |
| Physical Access | 2/28/23 | 1/2023 | 5/20/24; 6/23/25; 6/22/26 |

POLICY

Application

This policy shall apply to The Right Door for Hope, Recovery and Wellness.

1. Intent

To outline requirements related to physical access to organizational data.

2. Purpose

To provide requirements of the physical access framework to be implemented by the IT department.

3. Physical Access Scope

3.1. The procedural requirements related to physical access of areas storing sensitive data or equipment shall include, at minimum the following components:

3.1.1. Access shall be limited to those with a business need to enter the area

3.1.2. Access shall be limited by using specific keyed locks and/or keypads with specific access codes.

3.1.3. Facilities Department shall only distribute the keys and/or door codes to individuals authorized by the CFO.

3.1.4. Non-authorized users shall be accompanied by an authorized individual if access to a secure area is required.

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3.1.5. Secure IT areas may be monitored by video surveillance

3.1.6. Any exceptions to this policy must be approved by the CFO or delegate.

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| Deborah McPeek-McFadden, Board Chairperson | Date | | |