# 15.0 After Hours Data Centre Access

## Purpose

**After Hours Access to the Informatics Data Centre**

## Guideline

### Critical Facility

The Data Centre located in **Building E6A** is a critical facility, and as such demands highly restricted access to any person, on a 24 hour per day basis.

Access to this Restricted Space shall only be given to a person, once their assignment and responsibilities are confirmed.

Assignment of access is the responsibility of and at the discretion of the Data Centre Operations Manager, or the Director, Experience, Informatics. This approval relates to all staff, including MQ staff and all Data Centre Contractors.

### After Hours Access

Any person requiring access into the Restricted Space must be escorted, unless provided with a means of authorized access.

Escorts must be provided by Authorized Data Centre Staff or MQ Security Personnel

In the case of access (escort) being provided by MQ Security Personnel, approval must first be obtained from the Nominated Call Out Informatics Staff, before entry.

The person reporting/requesting access, must have their identity checked, confirmed by a recognized form of Government issued photograph identification, prior to entering the Restricted Space.

The Security Escort must ensure that the person(s) whom they are escorting remains in their sight and control for the full duration of their visit to the Restricted Space.

On receiving notification that After Hours Access to the Data Centre is required the following will take place.

### Control Centre Operator:

1. Verify that access is required by contacting the Nominated Call Out Informatics Staff
2. Verify the area that access is required.
3. Verify ID of persons requiring access by way of Government Issued Photographic ID
4. Assign a Security Officer to accompany the individual.
5. Record all details in Daily Log.
6. When notified that expected time of escort will be longer than expected the Control Centre Operator must ensure that Security Manpower is sufficient. (Implied approval has been granted to access additional Security coverage if, in the opinion of the CCO, it is required)

**Security Officer;**

7. Escort individual to **E6A**
8. Allow access to designated area.
9. Ensure that the person(s) whom they are escorting remains in their sight and control for the full duration of their visit to the Restricted Space.
10. During task all perimeter access to the Data Centre must remain secured.
11. If notified that expected time of escort will be longer than expected, the security officer must immediately advise the Control Centre Operator. (Implied approval has been granted to access additional Security coverage if, in the opinion of the CCO, it is required)
12. On completion of the Task ensure that the area of work and the Data Centre is secure.
13. Advise the CCO of time of completion.

**Security Personnel are to ensure that the Safety and Wellbeing of all individuals involved and the Safety and Security of the facility is of primary focus during the task.**

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<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
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<tbody>
<tr>
<td>Date Approved</td>
<td>1 July 2012</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Director, Property</td>
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<tr>
<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>Security Services Section – Standard Operating Procedures</td>
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