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| COMMONWEALTH OFFICE OF TECHNOLOGY Office of the Chief Information Officer Enterprise Policy (CIO) | | Page 1 of 2 |
| CIO-058: Commonwealth Data Center IT Equipment Room Physical Access | | |
| EFFECTIVE DATE: 09/22/2015 | REVISED: 11/19/2021 11/27/2023 | REVIEWED: 11/19/2021 11/27/2023 |

I. PURPOSE

This policy establishes controls related to physical access to the Commonwealth Data Center (CDC) and Commonwealth Alternate Data Center (ADC) information technology (IT) equipment rooms. The policy provides guidance in decision-making and practices that optimize resources, mitigate risk, and maximize return on investment. Specifically, the policy ensures physical access is reviewed and implemented in a rational and predictable manner to increase efficiency and minimize the impact of change-related incidents upon service quality.

II. DEFINITION

Visitors - means persons (staff, contractors, vendors, etc.) authorized by the Agency to access the Agency's IT equipment located at the CDC.

III. POLICY

The Commonwealth Office of Technology (COT) maintains infrastructure stability and reliability for the Commonwealth of Kentucky. The IT infrastructure supported by COT is continuously expanding and becoming more complex. COT shall secure visitors' physical access to the CDC. Any visitor accessing the CDC must:

- Be an agency authorized contact or data center representative, and provide proof of identity.
- Request access 24 hours in advance via email to COT MainConsoleOperations@ky.gov stating reason for access to the Commonwealth Data Center; a service request ticket will be created and provided to the customer.
- Upon arrival present a service request ticket number to the COT Main Console Operator.
- Follow all physical access processes and procedures as defined by COT.

IV. CORRECTIVE OR DISCIPLINARY ACTION

Each agency shall ensure that all relevant staff within their organizational authority are aware of and comply with this policy. The agency is responsible for enforcing it. Unauthorized and/or neglectful actions regarding this policy may result in disciplinary action up to and including dismissal. COT may require additional service charges for remediation efforts due to non-compliance with this policy.

V. APPLICABILITY

All executive branch agencies and non-executive branch agencies using COT-managed infrastructure or services shall adhere to this policy. This includes employees, contractors,

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consultants, temporaries, volunteers, and other workers within state government. Organizations may modify this policy to fulfill their responsibilities but must obtain approval through an exception request. Staff should refer to their internal policy, which may have additional information or clarification.

VI. REFERENCES:

Helpful references can be found on the Enterprise IT Policies webpage.