

Purpose

Protect Assignar personnel, equipment, and information from unauthorized physical access or environmental damage.

Scope

Hybrid (office + remote) and any site hosting Assignar assets.

Facility Access Control

- All controlled doors use badges or keys; disable badges immediately at termination.
- Segregate secure areas (for example, server/network closets) with locked doors; limit keys to authorized staff only.
- Keep doors closed; prevent tailgating and prohibit propping doors open.
- Quarterly review of badge/key lists to reconfirm access need.

Visitor Management

- Require sign-in, government-issued ID check, and a visible visitor badge.
- Host escorts visitor at all times.
- Retain visitor logs for at least 12 months.

Environmental Protections

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- Maintain HVAC within manufacturer-recommended temperature and humidity; continuous monitoring for server areas.
- Provide smoke detection and automatic fire suppression for server rooms, or use fire-rated cabinets where suppression is unavailable.
- Provide UPS for critical equipment and test at least annually.
- Elevate equipment or install leak sensors in flood-prone areas.

Equipment Protection & Disposal

- Lock server racks; use cable locks for laptops in shared/co-working spaces.
- Maintain asset inventory with physical location and owner.
- Sanitize or destroy storage media prior to disposal or reuse using NIST SP 800-88 methods; record disposal event and, where applicable, obtain a certificate of destruction.

Physical Security Monitoring & Review

- Review access-control and (where deployed) CCTV logs monthly for anomalies; investigate and record outcomes.
- Conduct an annual walk-through to verify door states, signage, camera coverage, alarms, leak sensors, and rack locks.
- Record incidents such as tailgating or propped-open doors and track corrective actions.

Policy Compliance

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Compliance Measurement

- Access controls in use at 100% of controlled doors; monthly log reviews completed.
- 100% of visitors signed in, badged, and escorted; logs retained 12 months.
- Annual environmental tests (for example UPS) and annual physical walk-through completed.
- 100% of media disposal or reuse events recorded with NIST SP 800-88 method.

Exceptions

Temporary use of an unsecured space requires manager approval, an end date, and compensating controls (for example lockable cabinet).

Non-Compliance

Tailgating, propped-open doors, missing visitor badges, or unlogged visitors are recorded as incidents; corrective action within one week.

Continual Improvement

Enhance controls based on incident trends, audit findings, and facility changes; review this policy at least annually.

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