Physical Security Policy

Version number: 1.0

Publish date: 16-05-2018

Document control	
Prepared by	Mike Moore, Managing Director
Authorised by	Upper Management
Physical Copy location(s)	Operations Folder
Source Copy Location(s)	Dropbox - GDPR123\Documents\Final Documents
Published Copy Location(s)	www.Dephoto.biz\GDPR
Other Referenced Documents	Information Security Policy, Data Protection Policy, Disposals Procedure
Related Material	
Acknowledgements	GDPR123
Distribution	Upper Management, Franchise Owners, All Staff

Version Control				
Title	Physical Security Policy			
Description	To ensure that we have processes, structures, equipment and systems in place to deter, detect and delay any attacker, protecting the company against criminal acts such as theft, vandalism, unauthorised entry and terrorism, while addressing general health and safety concerns.			
Created by	Mike Moore			
Date Created	16-05-2018			
Maintained by	Upper Management			
Version Number	Modified By	Modifications Made	Date Modified	Status
1.0	Mike Moore	First creation	16-05-2018	Published

Unit 19 Lambs Business Park, South Godstone, RH9 8LJ | www.DEphoto.biz | 01342 894519
DE Photo (Franchising) Ltd. | Company Reg No. 5160591 | ICO Reg No. Z2569824

Contents

Unit 19 Lambs Business Park, South Godstone, RH9 8LJ | www.DEphoto.biz | 01342 894519
DE Photo (Franchising) Ltd. | Company Reg No. 5160591 | ICO Reg No. Z2569824

Purpose

DE Photo (Franchising) Ltd (referred to as the company here after) take information security very seriously. Physical security measures aim to prevent a direct assault on our premises and/or reduce potential damage and injuries that can be inflicted should an assault occur.

The aim of this policy is to ensure that we have processes, structures, equipment and systems in place to deter, detect and delay any attacker, protecting the company against criminal acts such as theft, vandalism, unauthorised entry and terrorism, while addressing general health and safety concerns.

Scope

The policy applies to all company sites. Its priorities are to:

- Protect employees, contractors and visitors
- Protect business assets
- Protect the building and infrastructure

Unit 19 Lambs Business Park, South Godstone, RH9 8LJ | www.DEphoto.biz | 01342 894519
DE Photo (Franchising) Ltd. | Company Reg No. 5160591 | ICO Reg No. Z2569824

Policy

Access Control

Entrances to the building including windows, fire exits etc. should be kept locked at all times where possible. If there is damage to the building in any way that may allow unauthorised access, the landlord should be informed and appropriate temporary measures should be taken.

Visitors

Visitors should be accompanied at all times when in controlled areas and anyone who is unaccompanied or not displaying a pass should be challenged.

The signing in process must record the dates and times that they entered and left the site, their name, company and an emergency contact. This information will be protected in line with the Information Security Policy and Data Protection Policy. This information will be retained for a maximum of thirty days after which it will be disposed according to the Disposals Procedure.

Screening

Mail and packages should be delivered to the lobby area and not the work area. Before being moved they should be checked for signs of tampering. Suspicious packages should be reported to the authorities to handle.

Staff should not bring outside equipment into work areas unless an exception has been made by the information security dept.

Traffic and Parking Controls

Company vehicles must be parked in the designated areas.

Delivery vehicles must use the designated area to load when carrying out their duties.

Security Procedures

In liaison with the landlord and contractors where appropriate, the appropriate and incremental security procedures must be in place and that these procedures are communicated, reviewed and tested regularly. Security procedures will include but will not be limited to:

- Annual fire equipment tests
- Security event response drills

Additional obligations

General steps that should be undertaken by all appropriate parties that may or may not directly affect physical security that can be of assistance are:

- Keeping public and communal areas clean and tidy.
- Keeping external areas clean and tidy.
- Preventing the concealment of suspicious objects as far as is practical.
- Ensure that the company's premises look well cared for and well maintained.
- Ensure that the designated parking is used as intended and kept unobstructed when not in use.
- Ensure that there is sufficient lighting in all areas at all times (e.g. bulbs and fittings are replaced when no longer serviceable)

Unit 19 Lambs Business Park, South Godstone, RH9 8LJ | www.DEphoto.biz | 01342 894519
DE Photo (Franchising) Ltd. | Company Reg No. 5160591 | ICO Reg No. Z2569824

Compliance

Compliance Measurement

Compliance to this policy will be audited through various methods, including but not limited to, periodic training, video monitoring, business reports, internal and external audits and feedback to the information security department.

Exceptions

Any exception to the policy must be approved by the information security dept. in advance.

Non-Compliance

Compliance with this policy is not optional. Any employees and franchisees that are found to have violated this policy will be subject to the disciplinary terms detailed in the Data Protection Policy in line with the severity of the offence and the damages caused.

Contractors or related third parties that are found to have violated this policy will be liable for damages as laid out in the contract terms and may be subject to legal action.

Management and Review

This policy should be reviewed as scheduled once annually unless performance indicators, changes to legislation or the organisation necessitate it.

Last Review Date: 16/05/2018

Next Review Date: 16/05/2019

Unit 19 Lambs Business Park, South Godstone, RH9 8LJ | www.DEphoto.biz | 01342 894519
DE Photo (Franchising) Ltd. | Company Reg No. 5160591 | ICO Reg No. Z2569824