\*\* FREE PREVIEW VERSION \*\*

[Organization logo]

[Organization name]

**PROCEDURES FOR WORKING IN SECURE AREAS**

|  |  |
| --- | --- |
| Code: |  |
| Version: |  |
| Date of version: |  |
| Created by: |  |
| Approved by: |  |
| Confidentiality level: |  |

**Change history**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Created by** | **Description of change** |
| dd.mm.yyyy | 0.1 | EUGDPRAcademy | Basic document outline |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Table of contents**

[1. Purpose, scope and users 3](#_Toc114518851)

[2. Reference documents 3](#_Toc114518852)

[3. Rules for secure areas 3](#_Toc114518853)

[3.1. List of secure areas 3](#_Toc114518854)

[3.2. Right of access to secure areas 3](#_Toc114518855)

[3.3. Entry controls 3](#_Toc114518856)

[3.4. Continuous monitoring 3](#_Toc114518857)

[3.5. Access of visitors 3](#_Toc114518858)

[3.6. Prohibited activities 4](#_Toc114518859)

[3.7. Periodic checks 4](#_Toc114518860)

[4. Managing records kept on the basis of this document 4](#_Toc114518861)

[5. Validity and document management 4](#_Toc114518862)

# Purpose, scope and users

The purpose of this document is to define basic rules of behaviour in the secure areas.

This document is applied to all secure areas in the Information Security Management System (ISMS) and in which the personal data processing activities take place.

Users of this document are all employees of [organization name].

# Reference documents

* ISO/IEC 27001 standard, clauses A.7.4 and A.7.6
* EU GDPR Article 32
* Access Control Policy
* Inventory of Assets

# Rules for secure areas

## List of secure areas

This procedure is applicable to the following secure areas:



Responsible persons for each secure area are listed as asset owners in the Inventory of Assets.

## Right of access to secure areas

Access to secure areas is approved according to the Access Control Policy.

## Entry controls

Access to secure areas is protected with the following …

\*\* END OF FREE PREVIEW \*\*

To download full version of this document click here: <https://advisera.com/27001academy/documentation/procedures-for-working-in-secure-areas/>