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Under Lock and Key: Conducting a Physical Security Audit

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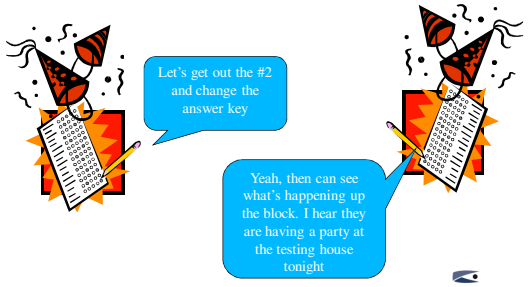

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Webinar focus:

- Understand the types of materials that need to be put under lock and key
- Determine who should have access rights to rooms, systems, paper materials
- Describe policies to put in place to protect secure information

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Defining physical Security

"Physical security is the protection of personnel, hardware, programs, networks, and data from physical circumstances and events that could cause serious losses or damage to an enterprise, agency, or institution. This includes protection from fire, natural disasters, burglary, theft, vandalism, and terrorism."

www.searchsecurity.com

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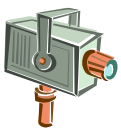
Three main components of physical security

Obstacles

Surveillance



Methods

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The Problem with most testing programs

- ✓Security is penetrable
  - No obstacles
- ✓Materials are too easily accessible
  - No surveillance
- ✓No formal processes in place
  - No methods

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Putting materials under lock & key

- Test files
- Candidate records
- Candidate agreements
- Vendor agreements
- Discarded product
- Putting most secure content in most secure areas

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Who has access?

- Determine a chain of responsibility
- Maintaining a list of who needs access to what materials
- Rules for sending confidential material to others
- Vendor physical security agreements
- Visitor access
- Training of staff

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Policy management

- Procedures appropriate to the context
- Policies for access to test items, test publication, test administration
- Processes for employees who leave the company
- Escalation plan when a breach does occur
- Back up and disaster recovery plans
- Use score card to evaluate how you are doing

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Conducting a physical security Audit

- ✓ Objective, third-party auditors
- ✓ Explicit written standards, carefully developed, using available models:
  - Transmission of secure materials
  - Access to items banks
  - Password change frequency
- ✓ Materials reviewed in advance

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Conducting a physical security audit

- ✓ Individual and group interviews
- ✓ Physical examination of work area and procedures
- ✓ Distinguishing between formal policy and actual practice
- ✓ Written report with recommendations for improvement
- ✓ Follow-up after defined time interval

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Sample recommendations

- Enhance building access controls: Require visitors to present ID before being admitted to the building
- Scan and post-incident records on internal system with limited, secure access to the files
- Secure candidate files with a combination lock for the file cabinet
- Maintain an entry/exit log for use of materials in the secure storage vault

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Results of Physical security audits

- Increased awareness and training among staff
- Installation of locks and locked access areas
- Reduced number of access points into the building
- Issuance of system password policies
- Moved from physical to electronic files

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Webinar recap

- What needs to be put under lock and key?
- who needs access?
- What policies need to be put in place?

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Thanks for attending!

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