

# Regulations for Data Center

Approved by the 5th Administrative Meeting on April 16, 2009, 2nd Semester of School Year 97.

- I. The following regulations are specifically established to improve the operation and management of the Data Center of National Sun Yat-sen University (NSYSU), maintain the operation of the information system normally, ensure data security and maintain confidentiality.
- II. Important Information system of Office of Library and Information Services( hereinafter referred to as the Office ) should be set in the Data Center of NSYSU. Equipment from other departments want to set in the Data Center is required to submit an application based on “NSYSU Regulations for Usage and Charge of Data Center”. After approved by the university, the equipment can move into Data Center and under control by these regulations.
- III. “NSYSU Regulations for Usage and Charging of the Data Center ”is another set of regulations.
- IV. Regulations for entering and exiting Data Center
  1. The Data Center, operating room and UPS room belong to the control area. This approach is for the people or equipment that have accessed to this control area.
  2. The control area should set up an entrance guard system, and people shall not enter it unless it is official duties.
  3. Staffs who frequently enter and exit the Data Center required to submit “Application form of using access control system ”and “Confidential Affidavit” applications, after approved by the person who in charge of Data Center, then can enter the Data Center by Access Control Card. Applicant shall not pass Access Control Card to another person.
  4. People who is not an authorized staff need to enter Data Center, the responsible units should assign one of their staff to accompany with and fill out the “ Access registration form” .
  5. Unit that responsible for Information Assets should submit “Information Assets Change Application” when there’s a change in information assets. Properties which are not under the Office or which value are rated as 4 or above, according to Office procedure handbook, the application form has to be approved by the vice president of the Office.

6. When other units apply for set their information asset in Data Center, they need to submit the “National Sun Yat-sen University Data Center Using and Charging Application” and “Information Assets Change Application". After approved by the Office, they can use the Data Center during lease term. The Office will notify the applicant unit one month in advance. If applicant unit do not renew the application, then all equipment have to move out and bring back by applicant unit in a month after the expiration date, the Office will not be responsible for any lost.
7. To submit “Equipment Access Record” if bring the portable computer or portable media into the Data Center and ensure these devices are not infected the computer virus, to protect the operating system.
8. To submit “Equipment Access Record ”when the hardware of the Data Center needs to be repaired outside the center and get back to the center. Before sending it, the responsible unit should consider the back-up plan, the value of the equipment and the security of confidential and sensitive information, to avoid leak out confidential and sensitive information from the Data Center.
9. If hard disk and other media are functional should be marked and removed from the host device. Hard drives and other storage media can be carried away when they are malfunctioning and be sure the sensitive information cannot be access. When the storage media need to be repaired for data reduction, should ask manufacturers to sign the “Confidential Affidavit” applications.

#### V. Data Center Security Management :

1. Data Center is equipped with operating rooms, staff are required to be on duty during the work hour to implement the safety management of the Data Center. Staff who related to Intelligent Operations Division are responsible for monitoring the Data Center status and handling the emergency.
2. Keep the Data Center clean, and change the slippers when entering the Data Center. No smoking, eating, drinking and storing the flammable and unauthorized appliances, miscellaneous items (such as maintenance tools ) in the Data Center.
3. Cabinet must be locked; all kinds of storage media must be stored in locked cabinet.

4. To avoid power of the Data Center overload, facility management and responsible units are required to confirm the power demand of the equipment.
5. Since the cabinets are equipped with patch panel and cable duct, they should be tidy up and marked with label. All devices have to be marked and labeled custodian and IP address.
6. Data Center equipped with environmental monitoring system to monitor the temperature and humidity inside the room. When the temperature, humidity exceeds the permissible range, the system will activate the alarm, the duty officer should cope with properly.
7. Our staff, including contract staff and part-time workers should be familiar with the location and operation of fire extinguishers, when the alarm of fire warning systems is activated, should confirm the reason and deal with it properly.
8. Power of all equipment in the Data Center are provided by uninterruptible power system. UPS is capable of providing power while power supply of utility is gone and diesel generator is not ready yet. If there's any abnormal situation, the duty office shall handle it properly.
9. The Data Center also have diesel generators to provide power if the power supply of the utility is gone. The duty officer should make sure the generators can operate normally and handle it properly.

VI. These regulations have been implemented following approvals of administrative meetings and the authorization of the president. The same procedure shall be carried out when amendments are to be made.