

WILEY

Physical Access Security Policy

1. Introduction

1.1. Policy Purpose:

The purpose of the Physical & Environmental Security (PES) policy is to minimize risk to Wiley systems and data by addressing applicable physical security and environmental concerns.

1.2. Policy:

Wiley, where reasonable, shall implement appropriate physical access controls to limit access to systems, equipment, and the respective operating environments to authorized individuals. Wiley, where reasonable, shall provide appropriate environmental controls in facilities containing systems to ensure sufficient environmental conditions exist to avoid preventable hardware failures and service interruptions.

1.3. Policy Information:

This policy is supported by the following control objectives, standards, and guidelines:

2. Policy

2.1. Physical & Environmental Protections

Wiley is required to develop, implement, and keep current processes to facilitate the operation of physical and environmental protection controls.

2.2. Monitoring Physical Access

Wiley is responsible for:

- (a) Detecting, investigating, and responding to physical security incidents.
- (b) Performing security checks at the physical boundary of the facility or system for unauthorized exfiltration of information or system components.
- (c) Using video cameras and/or access control mechanisms to monitor individual physical access to sensitive areas.
- (d) Reviewing collected data and correlating with other entries; and
- (e) Retaining physical access data for at least three (3) months, unless otherwise restricted by law.

3. Revision History:

Document Properties

Policy	Physical Access Security Policy
Last Review Date	21 st June 2024
Approved by	Robyn Wright – CISO & DPO
Classification	Public (Can be externally shared)