

Password Usage Policy

Purpose and Scope

This policy is intended to establish guidelines for effectively creating, maintaining and protecting passwords at Pabulum Limited.

This policy shall apply to all employees, contractors, and affiliates of Pabulum Limited, and shall govern acceptable password use on all systems that connect to Pabulum Limited network or access or store Pabulum Limited data.

Policy

Password Creation

1. All user and admin passwords must be at least [8] characters in length. Longer passwords and passphrases are strongly encouraged.
2. Where possible, password dictionaries should be utilised to prevent the use of common and easily cracked passwords.
3. Passwords must be completely unique, and not used for any other system, application, or personal account.
4. Default installation passwords must be changed immediately after installation is complete.

Password Aging

1. User passwords must be changed every [3] months. Previously used passwords may not be reused.
2. System-level passwords must be changed on a quarterly basis.

Password Protection

1. Passwords must not be shared with anyone (including co-workers and supervisors) and must not be revealed or sent electronically.
2. Passwords shall not be written down or physically stored anywhere in the office.
3. When configuring password "hints", do not hint at the format of your password (e.g. "zip + middle name").
4. User IDs and passwords must not be stored in an encrypted format.
5. User IDs and passwords must not be scripted to enable automatic login.
6. "Remember Password" feature on websites and applications should not be used.
7. All mobile devices that connect to the company network must be secured with a password and / or biometric authentication and must be configured to lock after 3 minutes of inactivity.

Enforcement

It is the responsibility of the end user to ensure enforcement with the policies above. If you believe your password may have been compromised, please **immediately** report the incident to helpdesk@westlake-it.co.uk and change the password.

Nelson Williams
Managing Director

(This policy will be reviewed in June 2021)

