

## Network Password Policy

To increase the protection of user accounts on the network, strong passwords must be used when accessing our corporate computer systems.

### Strong Password Definition

A strong password is a password that is at least six characters long and uses characters from three of the four following groups:

- Lowercase letters
- Uppercase letters
- Numbers (e.g. 1,2,3)
- Symbols (e.g. \$,%,&)

### Password Age

All users will be required to change their passwords every 6 months, and will be reminded to do so at the relevant time.

### Password History

You will not be able to reuse your previous expired password consecutively.

### Recommendations

Don't use a password that contains your username, real name or is a valid word in the dictionary. You must not share your password with others.

Don't store details of your password in a public place.

Where you need someone to access your email in your absence, please set up named Delegates within Outlook. Any other files that need to be looked at/used by others should be saved in a shared drive

### IT Access

Where IT need to access a user account for the purposes of essential maintenance work, and where the user is not present at that time, IT will have the right to change that password to allow necessary entry. This account will be subsequently disabled until such time the user returns, whereupon a new secure password can be generated.