# PASSWORD POLICY

Passwords for all company logons should be changed once a month, including user domains, and any systems that are accessed to update or log client information.

If any staff member is off long term due to sickness or any other reason, their password will be updated by another member of staff and reissued to them on their return to work.

The following guidelines should be followed when selecting a password.

All passwords should contain at least 8 characters

No personal information should be chosen to create a password (E.G. Name, user name, Company name)

Your password should contain at least 1 Capital letter, 1 small case letter, 1 number, and 1 character

Tips for changing your password:

* Letters can be replaced with numbers for a more secure password E.G. N3wP4ssword17\*
* To make your password memorable use your ‘favourites’; favourite film, band, song, place, food etc. E.G. Sh4wsh4nk!, Chick3nP4st4\*, N3wY0rk17$

Do not share your password with anyone other than authorised members of your IT support team.

If you forget any passwords please either automatically reset, or advise your Team Leader/ Manager who will escalate to the support team to reset it.

## Managers:

Any new members of staff logons and passwords will be initially set up by a member of the IT support team and issued to their direct line manager manually along with any equipment.

These passwords should not be emailed. A copy of this policy should be issued to the new start, and they should be advised to immediately change their passwords.