Password Policy

Version number: 1.0

Publish date: 16-05-2018

Document control	
Prepared by	Mike Moore, Managing Director
Authorised by	Upper Management
Physical Copy location(s)	Operations Folder
Source Copy Location(s)	Dropbox - GDPR123\Documents\Final Documents
Published Copy Location(s)	www.Dephoto.biz\GDPR
Other Referenced Documents	
Related Material	
Acknowledgements	GDPR123
Distribution	Upper Management, Franchise Owners, All Staff

Version Control				
Title	Password Policy			
Description	Defines guidelines and provides best practices for the creation and security of strong passwords and also establishes a standard for the protection of those passwords and the frequency of change.			
Created by	Mike Moore			
Date Created	16-05-2018			
Maintained by	Upper Management			
Version Number	Modified By	Modifications Made	Date Modified	Status
1.0	Mike Moore	First creation	16-05-2018	Published

Unit 19 Lambs Business Park, South Godstone, RH9 8LJ | www.DEphoto.biz | 01342 894519
DE Photo (Franchising) Ltd. | Company Reg No. 5160591 | ICO Reg No. Z2569824

Contents

Unit 19 Lambs Business Park, South Godstone, RH9 8LJ | www.DEphoto.biz | 01342 894519
DE Photo (Franchising) Ltd. | Company Reg No. 5160591 | ICO Reg No. Z2569824

Purpose

This policy is a supporting policy of the Information Security Policy so the purpose of this policy is the same, to secure information. DE Photo (Franchising) Ltd (referred to as the company here after) take information security very seriously. In order to protect our systems, proper password management is needed. This policy defines guidelines and provides best practices for the creation and security of strong passwords and also establishes a standard for the protection of those passwords and the frequency of change.

Scope

This guideline applies to employees, franchisees, contractors, consultants and other workers using equipment or accounts on behalf of the company. This guideline applies to all passwords including but not limited to user-level accounts, system-level accounts, web accounts, e-mail accounts, screen saver protection, voicemail and network infrastructure logins.

Policy

Password Construction Guidelines

All passwords where possible should meet or exceed the following guidelines:

Strong passwords have the following characteristics:

- Contain at least 12 characters.
- Contain both upper and lower case letters.
- Contain at least one number (for example, 0-9).
- Contain at least one special character (for example, !$%^&*()_+|~-=\`{}[]:";'<>?,/).

Poor, or weak passwords have the following characteristics:

- Contain less than eight characters.
- Can be found in a dictionary, including foreign language, or exist in a language slang, dialect, or jargon.
- Contain personal information such as birthdates, addresses, phone numbers or names of family members, pets, friends or fantasy characters.
- Contain work-related information such as building names, system commands, sites, companies, hardware or software.
- Contain number or word patterns such as aabbcc, qwerty, zxcvbnm, or 0123210.
- Contain common words spelled backwards, or preceded or followed by a number (for example, terces, secret1 or 1secret).
- Are some version of “Welcome123” “Password123” or “Changeme123”

Unit 19 Lambs Business Park, South Godstone, RH9 8LJ | www.DEphoto.biz | 01342 894519
DE Photo (Franchising) Ltd. | Company Reg No. 5160591 | ICO Reg No. Z2569824

Password Management

Password Creation

All passwords must conform to the *Password Construction Guidelines*.

Users must not use the same password for company accounts as for other non-company accounts.

Users must not use the same password for multiple company accounts.

User accounts that have system-level privileges must have a unique password from all other accounts held by that user to access system-level privileges.

Password Change

All passwords must be changed every 90 days or earlier if specific business needs dictates.

Password Protection

1. Passwords must not be shared with anyone. All passwords are to be treated as sensitive, confidential company information.
2. Passwords must not be inserted into email messages, CRM cases or any other form of electronic communication.
3. Passwords must not be revealed over the phone to anyone.
4. Do not reveal a password on questionnaires or security forms.
5. Do not share the company passwords with anyone, including administrative assistants, secretaries, managers, co-workers while on vacation, and family members.
6. Do not write passwords down and store them anywhere in your office. Do not store passwords in a file on a computer system or mobile device (phone, tablet) without adequate encryption.
7. Any user suspecting that his/her password may have been compromised must report the incident and change all passwords.

Application Development

Application developers must ensure that their programs contain the following security precautions:

1. Applications must support authentication of individual users, not groups.
2. Applications must not store passwords in clear text or in any easily reversible form.
3. Applications must not transmit passwords in clear text over the network.

Use of Passwords and Passphrases

All of the rules above that apply to passwords apply to passphrases.

Unit 19 Lambs Business Park, South Godstone, RH9 8LJ | www.DEphoto.biz | 01342 894519
DE Photo (Franchising) Ltd. | Company Reg No. 5160591 | ICO Reg No. Z2569824

Compliance

Monitoring and Measurement

Compliance to this policy is determined through various methods, including but not limited to, periodic training, internal and external audits, and feedback to the information security officer.

Exceptions

Any exception to the policy must be approved in advance.

Approved Exceptions

Non-Compliance

Compliance with this policy is not optional. Any employees that are found to have violated this policy will be subject to the disciplinary terms detailed in the Data Protection Policy in line with the severity of the offence and the damages caused.

Contractors or related third parties that are found to have violated this policy will be liable for damages as laid out in the contract terms and may be subject to legal actions.

Management and Review

This policy should be reviewed as scheduled once annually unless performance indicators, changes to legislation or the organisation necessitate it.

Last Review Date: 16/05/2018

Next Review Date: 16/05/2019

Unit 19 Lambs Business Park, South Godstone, RH9 8LJ | www.DEphoto.biz | 01342 894519
DE Photo (Franchising) Ltd. | Company Reg No. 5160591 | ICO Reg No. Z2569824