

Policy Statement



Electronic security: passwords

We are committed to ensuring the security of personal information and protecting sensitive business information held in computer files. We will ensure that computer users have passwords and apply best practice in using them.

Sense Scotland will:

- Set up passwording arrangements for all computer users.
- Ensure that passwords are set by users not by system administrators.
- Ensure that passwords are at least six characters in length, including both numerals and letters.
- Operate systems which force computer users to change their passwords at regular intervals.
- Provide back up support from systems administrators to those who forget their passwords by enabling them to set new ones.
- Set up all servers to update password lists by one input requiring computer users to input only one password for access to multiple servers.
- Require that computer users do not share their passwords with anyone else, do not write down their passwords where they may be seen by others and act to maintain the security of their passwords at all times.
- Treat as a serious breach of conduct failure to follow the requirements of this policy.

Passwords must:

- Differ from the account name.
- Contain at least one letter.
- Contain at least one numeric character.
- Be reset on first login.
- Contain at least six characters.
- Differ from the last password used.
- Be reset every month.

Relevant guidance is: It may be helpful to refer to Personal information: transfer, storage and access (Accountability Handbook) and to the policy statement and guidance on Data Protection.

Gareth Alexander, IT Manager, is the designated person in relation to this policy.

Consultation method: circulation amongst members of the Business Continuity Working Group June/July 2007 and circulation to SMG.

Approved by SMG: 18 October 2007

Revision planned by: October 2010

Available in other formats on request.

Sense Scotland, 43 Middlesex Street, Glasgow G41 1EE

Tel: +44 (0) 141 429 0294 Fax: +44 (0) 141 429 0295 Text: +44 (0) 141 418 7170

www.sensescotland.org.uk info@sensescotland.org.uk

Registered as a company limited by guarantee in Scotland 147570 Registered Scottish Charity Number SC022097