

Minimum Password Requirements

You are responsible to ensure that passwords comply with the following rules even if IT systems do not enforce the minimum requirements,

- Every password must consist of at least eight (8) characters at least one (1) number, one (1) upper case char, one (1) lower case char and one (1) special character when the system allows. No password represents a word, name, or number from my private environment, or a word found in the dictionary.
- Every password must be kept secret. (e.g. do not share with your boss, assistant, the service desk, an IT administrator or the IT Security Head).
- You must change the initial passwords supplied to you during initial logon.
- You must change your password at least every three months.
- Ensure that you do not e-mail your password.
- Do not store passwords in unapproved repositories.
- Passwords shall not be easy to guess. Do not use words from your private or business environment (e.g.: first/last name, company name, villages/towns, phone numbers, birthday, set of numbers, sequential password1 , then password2, etc.).
- You must use different passwords for your personal login and company name IT systems
- Handheld and tablets shall be protected by the use of user passwords or pin code to prevent unauthorized users gaining access to information.

It is acceptable to use the same password for company name systems with similar risk levels.