

Password Policy

Fusion-IT

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Contents

1 Purpose and Scope	2
2 Policy	2
3 Authorship and Approval	3

Table 1: Control satisfaction

Standard	Controls Satisfied
TSC	CC9.9

Table 2: Document history

Date	Comment
Feb 10 2021	Initial document

1 Purpose and Scope

- a. The Password Policy describes the procedure to select and securely manage passwords.
- b. This policy applies to all regular full-time, regular part-time, temporary and provisional employees who have an account on any system that resides at any company facility or has access to the company network.

2 Policy

- a. *Rotation requirements*
 - i. The latest NIST recommendations on memorized secrets discourages the application of periodic password change rules (SP 800-63B Section 5.1.1.2 paragraph 9). However, if a credential is suspected of being compromised, the password in question should be change immediately and the security incident manager should be notified at incident@fusion-it.ca
- b. *Password complexity*
 - i. User and machine generated password should:
 - Contain at least 10 characters
 - Be composed of alphanumeric characters
 - Avoid repetitive and sequential characters (e.g. abc5555)
 - Avoid dictionary and context-specific words (e.g. Fusion.dragon)
 - Not be included in a database of previously breached passwords (<https://haveibeenpwned.com/Passwords>)
 - ii. Passwords generated by Fusion-IT and communicated to employees should be generated by a random bit generator approved by the management. The should be changed by the employee within 24 hours of reception.
- c. *Password protection*
 - i. All passwords are treated as confidential information and should not be shared with anyone. If you receive a request to incident share a password, deny the request and contact the system owner for assistance in provisioning an individual user account.
 - ii. Do not write down passwords, store them in emails, electronic notes, or mobile devices, or share them over the phone. If you must store passwords electronically, do so with a password manager that has been approved by the management. If you truly must share a password, do so through a designated password manager.

- iii. The use of multi-factor authentication is required whenever the system allows it.
 - iv. Do not use the “Remember Password” feature of applications and web browsers.
 - v. If you suspect a password has been compromised, change the password immediately and notify the security incident manager at incident@fusion-it.ca
- d. Enforcement
- i. An employee or contractor found to have violated this policy may be subject to disciplinary action.

3 Authorship and Approval

Last edit made by Lotana (louis.tant@gmail.com) on Wed, 10 Feb 2021 12:31:58 -0500.

Approved by Lotana (louis.tant@gmail.com) on Wed, 10 Feb 2021 12:31:58 -0500 in commit [0b71b228746973e83d932989a026f1f08da2d93f](#).