

IT Department - Security and Access Policy

IT SECURITY POLICY

1. Password Requirements

- Minimum 12 characters with uppercase, lowercase, numbers, symbols
- Change password every 90 days
- No password reuse for last 5 passwords
- Enable two-factor authentication (2FA) for all systems

2. Device Security

- Company laptops must have full disk encryption
- Install company-approved antivirus software
- Enable automatic security updates
- Lock screen when away from desk (auto-lock after 5 minutes)

3. Data Protection

- Store sensitive data only on company servers
- No personal cloud storage (Dropbox, Google Drive) for work files
- Encrypt all emails containing confidential information
- Report data breaches immediately to security@company.com

4. Remote Work

- Use company VPN for all remote connections
- Secure home WiFi with WPA3 encryption
- No public WiFi for accessing company systems
- Report lost/stolen devices within 2 hours

IT Support: helpdesk@company.com | Extension: 1234