

# 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