

## **1. Overview**

This policy ensures secure usage of IT systems within the organization.

## **2. Password Policy**

Passwords must be at least 12 characters and changed every 90 days.

## **3. Email Usage**

Government email must not be used for personal purposes. Attachments from unknown sources must be avoided.

## **4. Data Storage**

Sensitive files must be stored on encrypted, department-authorized drives only.