[organization logo]

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**PASSWORD POLICY**

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| Code: | POLICY-GELDCORP-EN-PASSWORD |
| Version: | 1 |
| Date of version: | 03/28/2020 |
| Created by: | Emily Williams, Security Advisor | GeldCorp LLC |
| Approved by: |  |
| Confidentiality level: | RESTRICTED |

**Change history**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Created by** | **Description of change** |
| 03/28/2020 | 1.0 | Emily Williams | Initial Draft of Policy |
| 03/29/2020 | 1.1 | John Business | Approved Policy |
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# Purpose

The purpose of this document is to prescribe rules to ensure secure password management and secure use of passwords.

# Scope

This document is applied to Any of GeldCorp’s Systems, workplaces, or other company-owned/operated assets.

# Users

Users of this document are Contractors that are employed by the organization

# Reference documents

* ISO/IEC 27001 standard, clauses A.9.2.1, A.9.2.2, A.9.2.4, A.9.3.1, A.9.4.3
* Information Security Policy
* Password Standards Doc

# User obligations

Users must apply good security practices when selecting and using passwords:

* passwords must not be disclosed to other persons, including management and system administrators
* passwords must not be written down, unless a secure method has been approved by [job title]
* user-generated passwords must not be distributed through any channel (by oral, written or electronic distribution, etc.); passwords must be changed if there are indications that passwords or the system might be compromised – in that case a security incident must be reported
* strong passwords must be selected, based on in:
  + Password Standards Document

# Validity and document management

This document is valid as of [approval date].

The owner of this document is [Job Title of whoever approves], who must check and, if necessary, update the document at least once a year.

When evaluating the effectiveness and adequacy of this document, the following criteria must be considered:

* number of incidents related to misuse of passwords by unauthorized persons
* number of incidents related to inadequate handling of passwords

[Approver’s job title]

[Approver’s name]

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[Approver’s Signature]