# Purpose

The purpose of this policy is to reduce the risk of unauthorized access to the information assets.

# Scope

This policy applies to systems that must authorize users in order to provide access information assets of Electronics Department. Refer to R03 Access Control Matrix for access requirements based on information classes and access medium.

# Definitions

In this document, information security related terms have been marked in *underlined* *italics*. For their definitions, refer to the standard *EE-ISMS-S001 Terms and Definitions*.

# Policy Statement

* 1. Systems must require users to choose a strong password that cannot be easily compromised.
  2. Users must be required to change their password the first time they log into a system.
  3. Passwords must be kept private and confidential; they must not be shared.
  4. Passwords must not be coded into programs.
  5. Passwords must be communicated securely.
  6. If a compromise is suspected, it must be reported immediately and the password must be modified.
  7. Blank passwords must not be used for any system.
  8. Guest accounts must be removed or disabled.
  9. Default user accounts provided by the vendor must be removed, or their passwords must be changed.
  10. After a certain period of inactivity, the user must be asked to authenticate himself/herself again.
  11. Use of shared accounts should be avoided. In case where a shared account is required, the account password must not be disclosed to people outside the group. Creation of a shared account must be approved by the Department Head.
  12. Users with access to *critical information assets* must agree to a standard non-disclosure agreement.
  13. Passwords for administrative accounts, such as root account, of systems and application must be changed immediately whenever someone with knowledge of the passwords, such as system administrator, leaves the organization or moves to another role that does not require access to the passwords.

# Exceptions

# References

* 1. *NSCL Electronics Department ISMS Manual*, NSCL Document Server, Electronics Folder
  2. *P0501 Information Security Policy,* NSCL Document Server, Electronics Folder
  3. *R03 Access Control Matrix*, NSCL Document Server, Electronics Folder

# Revision History

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| Revision  Level | Date | Revision Changes |
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# Reviews

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| --- | --- |
| Reviewer | Review Date |
| Information Security Working Group |  |

**Approved**

**Department Head:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**