■ Leo Nine Real Estate Office

Password Policy Document

Office #5, First Floor, Gul Plaza, Main Road, PWD, Islamabad

1. Purpose

This Password Policy ensures the protection of client data, property documents, and financial records managed by Leo Nine Real Estate Office. Strong password management reduces the risk of unauthorized access and cyberattacks.

2. Scope

This policy applies to all employees, contractors, and authorized users who access CRM systems, email accounts, office devices, messaging apps, and financial platforms.

3. Policy Requirements

• Passwords must be at least 12 characters long with upper/lowercase letters, numbers, and symbols.

• Passwords must not include dictionary words or personal information (CNIC, birthdays, names).

• Do not reuse passwords across multiple accounts.

• Change passwords every 90 days.

• Use a Password Manager (Bitwarden, LastPass, 1Password).

• Enable Two-Factor Authentication (2FA) for all accounts.

• Lock devices automatically after 5 minutes of inactivity.

• Report suspected password compromise immediately to the IT/security officer.

4. Enforcement

Failure to follow this policy may result in restricted system access or disciplinary action.

5. Review & Updates

This policy will be reviewed annually to ensure compliance with Pakistan's Cybercrime Laws (PECA Act) and international data protection standards.

Approved By:
Muhammad Farid Abbasi
Owner, Leo Nine Real Estate Office

Employee Name	Signature	Date