

POLICY

PASSWORDS

What is in the Policy?	This policy sets out the use of passwords for Officers & Councillors for Ware Town Council property with adherence to relevant regulations. This document provides the policy framework through which this effect management can be achieved and audited.
Date Adopted	25th March 2024
Review Date	March 2025

For more information please contact: info@waretowncouncil.gov.uk / 01920 460316

Password Policy

Overview

Councillors and Officers are given access a variety of IT resources, including computers and other hardware devices, data storage systems, and other accounts while performing their duties.

Passwords are a key part of our cyber security strategy and are fundamental to protecting the business and therefore the livelihood of our Councillors and Officers.

All Councillors and Officers who have access to any of those resources are responsible for choosing strong passwords and protecting their own login credentials.

The purpose of this policy is to make sure all resources and data receive adequate password protection. We cannot overstate the importance of following a secure password policy and therefore have provided this document for your guidance. The policy covers all Councillors and Officers who are responsible for one or more account or have access to any resource that requires a password.

Password Creation

- All passwords should be sufficiently complex and therefore difficult for anyone to guess. Councillors and Officers should choose passwords that are at least eight characters long and contain a combination of upper- and lower-case letters, numbers, and punctuation marks and other special characters. These requirements will be enforced with software controls where possible.
- In addition to meeting those requirements, Councillors and Officers should also use common sense when choosing passwords. They must avoid basic combinations that are easy to crack. For instance, choices like “password,” “password1” and “Pa\$w0rd” are equally bad from a security perspective.
- A password should be unique, with meaning only to the employee who chooses it. That means dictionary words, common phrases and even names should be avoided. One recommended method to choosing a strong password that is still easy to remember: Pick a phrase, take its initials and replace some of those letters with numbers and other characters and mix up the capitalization.
- Councillors and Officers must choose unique passwords for all their company accounts and should not use a password that they are already using for a personal account.
- In some cases, it will be necessary to change passwords at certain frequencies. This requirement will be enforced using software when possible.
- If the security of a password is in doubt— for example, if an unauthorised person has logged in to the account — the password must be changed immediately.
- Default passwords — such as those created for new Councillors and Officers when they start or those that protect new systems when they are initially set up — must be changed as quickly as possible.
- Passwords must be secret, Councillors and Officers may never share their passwords with anyone else in the company, including co-workers, managers, administrative assistants and IT staff members. Everyone who needs access to a system will be given their own unique password.

- Councillors and Officers may never share their passwords with anyone internal or external to the business, including those claiming to be representatives of a business partner with a legitimate need to access a system.
- Councillors and Officers should take steps to avoid phishing scams and other attempts by hackers to steal passwords and other sensitive information. All Councillors and Officers will receive training on how to recognise these attacks.

Storing Passwords

- Councillors and Officers must refrain from writing passwords down and keeping them at their workstations.
- Councillors and Officers can use password managers but should discuss this with IT support to agree suitability of chosen application and best use practices.

Review Summary

Date	Update
25 March 2024	New Policy Approved