

Password Creation Guidelines

1. Overview

Passwords are a critical component of information security. Passwords serve to protect access to user accounts, data and systems. However, a poorly constructed or easily guessed password can compromise the strongest defences. This guideline provides best practices for creating strong passwords.

2. Purpose

The purpose of this guidelines is to provide best practices for the creation of strong passwords.

3. Scope

This guideline applies to employees, contractors, consultants, temporary and other workers, including all personnel affiliated with third parties. This guideline applies to all passwords including but not limited to user-level accounts, system-level accounts, web accounts, e-mail accounts, screen saver protection, voicemail, and local router logins.

4. Policy

Robust passwords are characteristically lengthy; the more characters they comprise, the more secure they become. We advocate a minimum of 16 characters for all work-related passwords. Moreover, we endorse the use of passphrases, which are passwords constructed from multiple words. For example, you could use phrases like "It's summer already" or "winter-chills-better-days-coming." Passphrases are not only easy to remember and type but also meet the strength criteria.

The Information Security Team or their representatives may periodically or randomly attempt to crack or guess passwords. If a password is successfully guessed or cracked during one of these checks, the user will be required to change it.



5. Policy Compliance

5.1 Compliance Measurement

The Infosec team will verify compliance to this policy through various methods, including but not limited to password cracking exercises, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Infosec team in advance.

5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6. Related Standards, Policies and Processes

None

7. Definitions and Terms

None

8. Revision History

Date of Change	Responsible Team	Summary of Change