

PASSWORD POLICY

- 1.1 Your password should consist of at least letters, numbers and characters.
- 1.2 It is not necessary for your password to be only a combination of random letters and numbers. It may consist of everyday words, provided that it meets the appropriate safety requirement consisting of at least letters and numbers. For example Sp1d3rman#
- 1.3 Do not physically or verbally share your password with anyone who does not require access.
- 1.4 Do not share your password over email, Trello, or any other format or accessory used by Streetlight UK, other than remote desktop.
- 1.5 Do not write your password down anywhere other than your password document.
- 1.6 If you create a new password, give the necessary information to the executive assistant so that she can update the document with the relevant information.
- 1.7 If a new member of staff joins Streetlight UK and requires a password, ensure that they can have access where necessary.
- 1.8 Alternatively, if a member of staff leaves Streetlight UK, change the necessary password to ensure there is a denial of access.
- 1.9 Passwords must be a minimum of 10 characters in length.
- 2 Passwords must be changed