Password Policy

Last updated: 09/09/2024

Requirements

Passwords of minimum length of at least 12 characters must be used at all time. No maximum length is established.

Selecting a password

When selecting a password, common or discoverable passwords should be avoided. Examples of common or discoverable passwords include:

- Pet's name

- Common keyboard patterns

- Passwords already used elsewhere

Longer passwords are advised, as they are more challenging to guess and prevent against brute force attacks. One method of creating a longer password is to use a conjunction of multiple words (at least three), for instance: 'ThreeLittleBirds'.

Password managers (subsequently discussed) can also be used to generate strong passwords.

Storing passwords

When storing passwords, these should be done in a secure manner as otherwise the security afforded by having a password-protected service is compromised.

Examples of password storage which are not secure:

- Unsecured phone note

- A piece of paper in a desk drawer

Passwords should not be physically recorded in any circumstance, sent via email (except when accounts are being activated for MHM clients and the passwords will be immediately changed) or shared via telephone call or message. Secure forms of password storage include password managers (subsequently discussed). The strength of the "master" password to unlock the cache of passwords must be carefully considered and a longer, more secure password must be used.

Password managers

Several secure services exist, including *BitWarden*, which can not only securely store passwords but can also generate unique and strong passwords for you. Special

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attention must be paid to the “master” password which you should use the guidance above to select. Furthermore, additional benefits exist with using a password manager such as checking against password re-use and indicating password strengths as well as storing specific access keys and notes which must be protected.

Account/password compromise

In the event that you become aware or suspect that either your password or account have become compromised you should immediately change your password and notify the administrator (*admin@manholemetrics.com*) who will be able to conduct an investigation to ascertain if unauthorised access has been granted so they can follow the correct procedures including notifying the Information Commissioner’s Office if appropriate and take any subsequent action that is necessary

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