



Industrial Investment Trust Limited

PASSWORD POLICY

March 10, 2021

Overview:

This policy defines the Password Policy to be followed by all Industrial Investment Trust Limited employees to select and secure their passwords.

Purpose:

This policy is designed to a standard for creating strong passwords, the protection those passwords and the frequency of change.

Scope:

This policy applies to all personnel who have or are responsible for an account on any system that requires a password and resides at IITL premises.

Policy:**Password Construction****❖ User/ Desktop- Laptop- Server Level passwords**

- The password must contain minimum 8 and maximum 15 characters.
- The password should be alphanumeric.
- The password should contain both upper and lower case characters.
- The password should contain at least one special character.
- The password should be changed at least every six months.
- The password should not be the same as last six passwords.

❖ **System/Application Level passwords**

- The password must contain minimum 6 and maximum 15 characters depending on the default password policy of the respective application.
- The password should be alphanumeric.
- Inclusion of both upper and lower case characters along with special character is recommended if allowed in the default password policy of the respective application.
- The password should be changed from time to time.
- The password should not be the same as last six passwords.

Password Protection standards:

- The password must not be revealed to any outsider verbally or on Email.
- 'Remember password' feature of applications should not be used.
- Personal information should not be used as password.
- Different passwords should be used for different Systems/Applications.
- If an account or password is suspected to have been compromised, report the incident to the IT Dept. and change all passwords.