



# **Industrial Investment Trust Limited**

## **PASSWORD POLICY**

August 13, 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 8 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 (recommended monthly).
- 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.
- The account will be locked after three consecutive wrong log in attempts. In case of forgotten passwords, user must raise a formal request to the IT Dept. through email to unlock the account/ retrieve the password.