

EMS Password Policy

PURPOSE

This policy is required to protect the Venues EMS password and network infrastructure from uncontrolled or unauthorised access that could result in Intellectual Property loss or data destruction.

POLICY

1. Electronic passwords grant access to resources and information and therefore must be adequately secure to protect those resources from unauthorised access.
2. The minimum standards supported for electronic passwords is as follows:
 - Not based on a name or a dictionary word.
 - At least six characters in length.
 - Should contain upper and lower case characters and a digit.
 - Must be changed at least annually.
 - Should not be easy to guess in any other aspect.
 - Passwords for EMS website accounts should not be the same as you use for other network infrastructure accounts.
3. Passwords should not be revealed to anyone.
4. Passwords should not be written down where anyone else can see them.
5. If you suspect someone else may know your password, you should change it immediately.
6. Any breach of this policy may result in disciplinary action.
7. If a staff member was to leave the EMS and network infrastructure passwords will be changed

DEFINITIONS

Password: A secret string of characters which is used in conjunction with a username to authenticate a particular user.

AUDIENCE

All people using Venues network infrastructure and EMS Website, including staff, committee, and management

REVELANT LEGISLATION

Privacy Act 1993

Copyright Act 1994

LEGAL COMPLIANCE

Having easily guessable passwords means it is very easy to gain unauthorised access to network based resources and EMS Sensitive information resources to the particular user. However, the Privacy Act 1993 places an onus on organisations to protect information from inappropriate access by unauthorised parties.

There is a significant amount of information held on the Venues network that is protected by copyright and it is therefore important to ensure that only appropriate people have access to this resource so that copyright protection is not breached.