

# Password Management Policy Template

## 1. Purpose

*[Describe the purpose of this policy and its importance for information security within the organization.]*

## 2. Scope

*[Specify which employees, contractors, systems, and applications are covered under this password management policy.]*

## 3. Policy

### 1. Password Creation:

◦ *[Define requirements such as minimum length, complexity, and prohibited passwords.]*

### 2. Password Protection:

◦ *[Outline rules for not sharing passwords, storing them securely, etc.]*

### 3. Password Change:

◦ *[State the required frequency of password changes and scenarios that require immediate changes.]*

### 4. Password Storage:

◦ *[Describe acceptable methods for storing passwords (e.g., password managers).]*

### 5. Multi-Factor Authentication:

◦ *[Specify when MFA is required and how it should be implemented.]*

## 4. Roles and Responsibilities

*[List the roles (e.g., IT staff, users) and their specific responsibilities regarding password management.]*

## 5. Enforcement

*[Describe how adherence to this policy will be monitored and enforced, including potential consequences for violations.]*

## 6. Review and Revision

*[Specify how often this policy will be reviewed and by whom, and describe the revision process.]*

## 7. Approval

*[Include space for approval signatures or acknowledgments from relevant authorities.]*