

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.]