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**PASSWORD POLICY**

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# Purpose, scope and users

The purpose of this document is to prescribe rules to ensure secure password management and secure use of passwords.

This document is applied to the entire Information Security Management System (ISMS) scope, i.e. to all workplaces and systems located within the ISMS scope, and to all personal data processing activities.

Users of this document are all employees of [organization name].

# Reference documents

* ISO/IEC 27001 standard, clauses A.5.16, A.5.17, and A.5.18
* EU GDPR Article 32
* Information Security Policy
* Statement of Acceptance of ISMS Documents

# User obligations

Users must apply the following good security practices when selecting and using passwords:

* passwords must not be disclosed to other persons, including management and system administrators
* passwords must not be written down, unless a secure method has been approved by [job title]
* user-generated passwords must not be distributed through any channel (by oral, written or electronic distribution, etc.); passwords must be changed if there are indications that passwords or the system might be compromised – in that case a security incident must be reported
* …

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