PASSWORD POLICY

Policy Category:	IT			
Policy Name:	Password Policy			
Version:	1.0			
Effective Date:	1-August-2015			
Version History				
#	Description of Change	Date of Release	**Version No**.	Approved by
1	Release	1-August-2015	1.0	Lalit Jain

Objective:

- To guide users for selection of secure passwords.
- To sensitized users on sharing passwords.
- To guide on change policy of password.

Policy Statement:

All CresTech employees must follow guidelines on selection of password. The Password shall not be shared and should get changed on a periodic basis.

Guidelines:

- The password should at least 8 characters in length.
- Password should have the combination of alphabets (minimum 4 alphanumeric characters), numeric (minimum 1 character) and special character e.g. ($,#,%,&,! etc. minimum 1 character).
- Password should not contain any composition of words used in user name or Login ID including reverse order names.
- Password should not be same as 6 previously used passwords.
- Passwords should be changed every 90 days
- Users should never share or disclose their password to anyone. Your password is for your personal use only
- Do not leave written passwords in open view such as on paper taped to PCs or desks
- User accounts are locked after 3 bad login attempts.
- The users must keep the login ID and password a secret. at all times.
- Passwords for accessing customer applications must be kept confidential and should never be disclosed either in writing or orally. Disclosing passwords is a security breach.