



NEWSLETTER

INFORMATION

SECURITY

v2

Your password is more than the key to your computer. It is the key to the information of your company. Simple passwords like "123456," "password" or words or names are easy for attackers to guess. The use and protection of strong passwords are necessary in order to safeguard access to data and systems.

Your passwords are strictly personal and should be used **only** by you to access the company information systems. Follow the company's Password Policy by using strong passwords. Others should not be able to guess your password.

Keep Secret:

Keep your passwords secret, never write your passwords or user credentials and do not share your passwords to third parties, or to a colleague, an IT administrator or your manager.

Use strong passwords:

Use a mnemonic to compose and remember your password. Do not use words or personal information – your name, your children's names, birth dates, etc. - in any language. Criminals use programs that try every word in the dictionary.

Company password policies:

1. It must be at least 10 characters long.
2. It must contain at least one character following groups of characters:
Uppercase letters (A-Z), Lowercase letters (a-z), Numbers (0-9), Symbols (!@#%&*...)
3. It cannot match any of your past 8 passwords.
4. It cannot contain characters which match your username.
5. You cannot change your password more often than once in a 24 hour period.

Others:

Do:

- Use **separate** passwords for **work** and **personal** accounts.
- Reboot your computer if asked to do so by security patch installations or your IT department. Some security updates will only be effective after completely restarting your machine.
- Change your passwords immediately when requested by your IT department or when it is suspected to be leaked.

Don't:

- Use your company credentials outside the company.
- Re-use passwords.
- Remove or disable the computer's firewall or anti-virus software or other protection mechanism.



Passwords



Tip:

Use a mnemonic to compose and remember your password.

With the mnemonic:

My daughter was born on 12 May 2009, you can compose and remember the password:

Mdwb0!2May9

Still have questions?

Please contact

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