ICT PASSWORD POLICY

FOR STAFF AND STUDENTS

ELT manager	Director of Finance & Estates
Responsible officer	Facilities Manager
Date first approved by BoM	October 2011
First Review Date	2014
Date review approved by BoM	
Next review date	Under Review The Board agrees that this policy will come to the Board meeting in December 2017
Equality impact assessment	
Further information (where relevant)	

Reviewer	Date	Review Action/Impact	BoM

ICT Password Policy for staff and students

1.0 Purpose
1.1 The purpose of this policy is to establish a standard for the creation of strong passwords, the protection of those passwords and the frequency of change.

2.0 Overview
2.1 Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of West Highland College UHI's network which would impact of the whole UHI network including other Academic Partners.

3.0 Policy
All West Highland College UHI employees (including contractors and vendors with access to West Highland College UHI/UHI systems) and students are responsible for taking the appropriate step, to select and secure their passwords.

Passwords should be treated with the same level of importance as a credit card PIN.

4.0 Scope
4.1 The scope of this policy includes all staff and students who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any West Highland College UHI/UHI facility, has access to the West Highland College UHI/UHI network, or stores any non-public West Highland College UHI/UHI information.

5.0 Enforcement
5.1 Any employee found to have violated this policy may be subject to disciplinary action.

6.0 Responsible Officers
6.1 The Facilities Manager is responsible for the implementation, maintenance and review of this policy.

7.0 Review
7.1 The policy will be reviewed in 2014 and every three years thereafter unless significant changes are required in the interim.