TRANSPORTATION YOU CAN RELY ON

P27 – Password Policy

01.08.2021

McLANACHAN TRANSPORT LTD
UK & EUROPEAN DISTRIBUTION

P-27 Password Policy

As part of our commitment to Information Security we have systems in place to control access to all controlled information and information security equipment and a key part of these systems is the use of passwords. Use and management of passwords is a key part of our strategy for protecting information assets and systems.

The following principles should be followed to ensure passwords are kept secure;

Password Management

- Passwords should not be shared with anyone else within or out with the organisation
- Passwords should be changed regularly
- Passwords should be secure and difficult to guess; i.e. at least 8 characters using a mix of lowercase, uppercase, numbers and special characters. Names or dictionary words should be avoided
- Password should be unique; avoid using the same password for different logins and accounts
- Default passwords or passwords reset and emailed should be changed as soon as possible
- All staff who use passwords should be given IT security training to ensure they recognise and understand attacks such as phishing scams that hackers may use when attempting to steal passwords
- Passwords shouldn't be written down and stored in locations where they can be discovered
- Passwords should not be stored electronically, especially in a file called *'passwords'*
- Password managers or other software should not be used for managing passwords without prior approval

Approved by:

Damian McLanachan

Managing Director

McLanachan Transport

Date: 01.08.2021

McLanachan Transport Ltd
2 Grays Road
Green Elms Industrial Estate
Uddingston
G71 6ET
T +44 (0)1698 813248
Email damian@mtltransport.com