

21.05 Passwords

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to establish a standard for the creation and security of technology passwords.

Procedure:

All Goodwill employees are responsible for selecting and securing their individual passwords. All passwords are to be treated as sensitive, confidential information.

A list of all Goodwill passwords used at work sites other than Administration will be maintained by the Director of Communications and the Director of Safety and Security in a secure and confidential manner.

All employees are required to change passwords on an annual basis. The Director of Communications will be responsible for maintaining system automated prompts.

Passwords must not be shared or inserted into e-mail messages or any form of electronic communication.

Passwords must be at least eight characters long and contain at least one numeric character and one capital letter.

Passwords should not be based on personal information, such as birthdays, names of family members, etc.

Passwords should not contain sequential word or number patterns such as aaabbb, or 12345678.

Passwords should not be affixed to your computer, keyboard, or desk.

If password information is suspected to have been compromised, staff must report the incident to the Director of Facilities.

Any employee found to have violated this procedure may be subject to disciplinary action, up to and including termination of employment.