

## PARISH PASSWORD POLICY

*Version:* 1.0

*Contact:* Registrar

*Date of Issue:* August 2019

*Review Date:* August 2020

### Introduction

Electronic files and emails in their many forms are essential for the running of day to day activities and the functioning of the Diocese. Strong passwords are a vital and simple way of protecting electronic records. Current good practice suggests minimum standards for the complexity and age of passwords.

### Our policy aims to:

Our password policy aims to:

1. **Maintain integrity and security** of all electronic data, files and email that are required for the functioning of both Parishes and the Diocese and to meet statutory requirements.

### *Policy Scope & Coverage*

This password policy is consistent with the Registry Password Policy and is to be adopted by Parishes, for use in their Parish environment.

The Password Guideline applies to all parish representatives and volunteers.

### *Policy Responsibility*

All Parish Representatives will ensure their password:

- contains at least 7 characters (up to a maximum of 32 characters)
- contains at least one character from at least three of the four sets below:
  - uppercase letter (A-Z)
  - lowercase letter (a-z)
  - numeral (0-9)
  - special characters and punctuations (For example: !@#\$%^&)
- is different from your last ten passwords
- does not contain your name or login ID

In addition to this:

- Passwords should be changed every 90 days (3 months).
- The “Remember Password” feature of any program (eg Microsoft Internet Explorer) should NEVER be used.

*Related Documents: Internal*

- Privacy Policy

This Parish Password Policy was adopted by Bishop-In-Council and the Board of Directors of Bendigo Anglican Diocesan Corporation at their meetings on 13/08/2019

It applies to all parishes after that date until such time as amended or revoked by a resolution of the Bishop in Council/Board of Directors.

This Parish Passwords Policy shall be reviewed from time to time by the Executive Committee together with the General Manager/Registrar to ensure that it remains appropriate to the operations of Parishes.

*Approved by Bishop in Council:*

1 August 2019

<i>Policy History</i>	
<i>Policy created</i>	August 2019
<i>Policy reviewed</i>	
<i>Policy amended</i>	