


Password Policy

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Signed:

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Password Policy

Objective

The University is committed to ensuring that IT systems are secure and University data and systems are only accessed by authorised users.

Policy

All University systems enforcing password restricted access must implement the following password rules where systems support them.

- All passwords must be of a minimum length of 8 characters
- Password must contain at least 1 capital letter, 1 lowercase letter and 1 number
- Password will expire after 84 days to conform to the contractual requirements of some third parties, with the exception of student accounts.
- The previous 8 passwords cannot be re-used
- Passwords must not contain the users first name, surname or logon code
- Fifteen incorrect attempts to reset a user's password will lead to a 30 minutes lockout from the system being accessed. Lockouts will automatically expire after 30 minutes.

All exceptions to this policy e.g. for technical systems reasons or if different levels of password security are required to meet contractual obligations, must be documented and approved by the relevant Head of Service and Chief Information Officer of DTS.

Scope

This policy applies to all staff, students, data processors, partners, suppliers and contractors and other authorised users. The policy applies to secure access to all the University's IT systems, which should where possible use the University's standard directories for authentication. Where this is not possible they should implement this policy within their own system. As above, any exceptions for technical reasons must be documented and approved.

Implementation, guidance and good practice

Guidance and good practice on setting passwords for staff can be found [here](#) and help on changing your password can be found [here](#). Students are recommended to visit the [I can't login](#) page on shuspace.