SQFT Knowledge Services

PASSWORD POLICY

Document Revision History

Version	Document No	Date	Brief summary of changes	Prepared By	Approved By
1.0	SQFT/PP/POL/029	1-Mar-2019	Initial version created	K.Gokhul	S.Nandhini
1.0	SQFT/PP/POL/029	1-Mar-2020	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.0	SQFT/PP/POL/029	1-Mar-2021	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.0	SQFT/PP/POL/029	1-Mar-2022	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.1	SQFT/PP/POL/029	03-Jan-2023	Reviewed and updated the policy for Privacy management systems	K.Gokhul	S.Nandhini
1.1	SQFT/PP/POL/029	1-Mar-2023	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.1	SQFT/PP/POL/029	29-Feb-2024	Reviewed and no changes done	S.Nandhini	K.Gokhul

TABLE OF CONTENTS

1 PURPOSE

Passwords are the First Level of protection to any network. Passwords are used in controlling access to resources housing Operating Systems, Applications and Databases. This policy deals with Password Management aspects in SQFT KS.

2 SCOPE

This Policy is applicable to all individuals including employees, Vendors and Third Parties who have access to the Network resources or have an account that supports authentication through password to access the resources or have non-public information stored in SQFT KS.

3 POLICY

SQFT KS shall adopt the best Practices for governing selection and Use of Passwords in all its applications.

The following procedures shall be evolved based on the best practices prevailing in the industry, which shall govern the password selection and use in SQFT KS.

- General Password Management
- General Password Construction Guidelines
- Password Protection Standards
- Password shared with third party personnel
- Password Best Practices

4 EXECUTIVE OWNER

Chief Operating Officer will be the executive owner of the policy.

The policy and revisions shall be approved by the Chairperson of the Information Security and Privacy Steering Committee.

IT TEAM shall be responsible for executing the system level policy mentioned in this document as well as the procedures and guidelines in related documents.

Users shall be responsible for scrupulously following the guidelines and securing their passwords.

Execution of the policy shall be monitored and reviewed by the Chief Operating Officer.

5   ROLES AND RESPONSIBILITIES

Abbreviations

P – Primary Responsibility

• - Cooperative Responsibility

N/A - Not Applicable

Responsibility

SI. No.	Activity	Roles			
		IT TEAM	**COO**	**Head**	**Users**
1	Password usage	•	N/A	N/A	P
2	Password administration	P	•	N/A	N/A
3	Group Passwords	•	N/A	•	P
4	Passwords shared with third party personnel	P	N/A	N/A	•
5	Password Compromise	•	•	•	P

6   DEFINITIONS

IT TEAM	Information Technology Team
Head	Group/Department Head
COO	Chief Operating Officer
Users	Employees, third parties, clients etc.
ISPSC	Information Security and Privacy Steering Committee

7   ASSOCIATED DOCUMENT

• Password Management Procedure (SQFT/PM/PRO/023)

8   DOCUMENT MAINTENANCE

Chief Operating Officer shall be responsible for document control and any changes.
Updates shall be discussed in the ISPSC under the guidance of COO.
COO shall forward the document to Chairperson of the ISPSC for approval, after review.

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