

Password Policy

Last updated	2020 December
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GROUPE MEDIA CONTACT SA

 Avenue Dorothee LIMA, rue 11010
Gbegamey Place Bulgarie
Immeuble Christophe, Cotonou Bénin
02 BP 8072 Cotonou

 **+229 95 17 00 16**
contact@groupmediacontact.com

 **RCCM N° : RB/COT/13B 10291**
IFU N° : 3201300930112

Overview

This policy is intended to establish guidelines for effectively creating, maintaining, and protecting passwords at Group Media Contact.

Scope

This policy shall apply to all employees, contractors, and affiliates of GMC, and shall govern acceptable password use on all systems that connect to GMC network or access or store GMC data.

Policy

Password Creation

1. All user and admin passwords must be at least [8] characters in length. Longer passwords and passphrases are strongly encouraged.
2. Where possible, password dictionaries should be utilized to prevent the use of common and easily cracked passwords.
3. Passwords must be completely unique, and not used for any other system, application, or personal account.
4. Default installation passwords must be changed immediately after installation is complete.

Password Aging

1. User passwords must be changed every [3] months. Previously used passwords may not be reused.
2. System-level passwords must be changed on a quarterly basis.

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Password Protection

1. Passwords must not be shared with anyone (including co-workers and supervisors) and must not be revealed or sent electronically.
2. Passwords shall not be written down or physically stored anywhere in the office.
3. User IDs and passwords must not be stored in an unencrypted format.
4. User IDs and passwords must not be scripted to enable automatic login.
5. "Remember Password" feature on websites and applications should not be used.
6. All mobile devices that connect to the company network must be secured with a password and/or biometric authentication and must be configured to lock after 3 minutes of inactivity.

Enforcement

It is the responsibility of the end user to ensure enforcement with the policy. If you believe your password may have been compromised, please immediately report the incident to GMC and change the password.

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