

Security passwords



Passwords are an integral part of system security. They are used for identification and authentication purposes.

To avoid misuse, passwords should be selected carefully, protected and changed regularly.

The **following practices** will help keep your password secure:

- Choose a random collection of characters; this makes for the best passwords
- Make sure your password is robust. The strength of a password (and the level of security it provides) is related to its length and how easy it would be for an attacker to guess it
- Avoid choosing passwords based on birthdays, favourite football teams etc.
- Keep your password confidential. Never divulge it to anyone and never enter passwords when others can see your keystrokes
- If you suspect that others know your password, change it immediately
- Never leave an email account unattended if it is logged in unless a password protected screen saver is invoked
- Always log out of systems when they're not in use
- Do not log on to an e-mail account other than your own, even if requested to do so
- Do not send e-mail messages from another user's mailbox

For more information on security passwords, as well as many other aspects of Information Security, just visit:
www.dti.gov.uk/bestpractice/infosec