CROWSNEST PASS Naturally Rewarding	Municipality of Crowsnest Pass Policy
Policy No.: Policy Title: Approval Date: Revision Date: Supersedes Policy: Department:	1900-01 Municipal Password Policy Information Technology

1.0 POLICY PURPOSE

To protect municipal resources on the network by requiring strong passwords along with protection of these passwords and establishing a minimum time between changes to passwords.

2.0 POLICY STATEMENTS

To protect the Municipality of Crowsnest Pass from legal liability and to reduce the risk of damage, loss, or theft of Municipal Information Technology Resources.

3.0 SCOPE

This policy applies to any and all personnel and Councillors, including contractors and service providers who have any form of computer account requiring a password on the municipal network including but not limited to a domain account and email account and financial systems.

4.0 PASSWORD PROTECTION

4.1 Never send a password through email.

4.2 Passwords may not be shared with anyone, including administrative assistants, managers, and members of IT Services. If someone is insistent on obtaining your password for any reason, refer them to a member of the IT Services management team.

4.3 Never reveal your password over the telephone.

4.4 Never hint at the format of your password.

4.5 Never reveal or hint at your password on a form on the internet.

4.6 Passwords are to be treated as sensitive and confidential municipal information

4.7 Report any suspicion of your password being broken to the IT department.

4.8 If anyone asks for your password, refer them to IT department.

4.9 Don't use common acronyms as part of your password.

4.10 Don't use common words or reverse spelling of words in part of your password.

4.11 Don't use names of people or places as part of your password.

4.12 Don't use part of your login name in your password.

4.13 Don't use parts of numbers easily remembered such as phone numbers, social insurance numbers, or street addresses.

5.0 Password Requirements

The following password requirements will be set by the IT Department:

5.1 Minimum Length – 8 characters recommended

5.2 Maximum Length – 14 characters

5.3 Minimum complexity – No dictionary words included. Passwords should use three of four of the following four types of characters:

- **a.** Lowercase
- **b.** Uppercase
- **c.** Numbers
- **d.** Special characters such as: !@#$%^&*(){}[]

5.4 Passwords are case sensitive, and the user name or login ID is not case sensitive.

5.5 Password history – Require a number of unique passwords before an old password may be reused. This number should be no less than 5.

5.6 Maximum password age – 90 days

5.7 Account lockout threshold – 5 failed login attempts

5.8 Account lockout duration – The account lockout should be between 30 minutes and 2 hours.

5.9 Password protected screen savers should be enabled and should protect the computer within 5 minutes of user inactivity.

5.10 Computers should not be unattended with the user logged on and no password protected screen saver active.

5.11 Users can press the CTRL-ALT-DEL keys and select "Lock Computer".

6.0 Application

6.1 This policy applies to passwords for any account on any municipal owned device including employees, Councillors, contractors or vendors, and systems administrators who manage systems that require passwords for authentication.

6.2 This policy applies to all users that access the data on the network, as it is everyone's responsibility to protect data.

6.3 Any employee found to have violated this policy will have their access disabled until the password policy is reviewed with them, and they understand where the violation occurred.

6.4 Any contractor or vendor found to have violated this policy will have their access revoked until the vendor implements actions and policy changes acceptable to IT Services, that ensure the risk of further violations is mitigated to the extent possible.

6.5 This policy also applies to authorized suppliers, consultants, business partners and other individuals who access the Participant's data.

7.0 Policy Review

This policy is subject to annual review or whenever it is deemed necessary by the Municipality, to ensure that it is aligned to prevailing resolutions, regulations and market conditions.

MUNICIPALITY OF CROWSNEST PASS

Blair Painter
Mayor

March 4, 2019
Date

Patrick Thomas
Chief Administrative Officer

March 4, 2019
Date