Dundas Street Centre United Church Policy Manual
Section: E. Misc.
Title: Passwords

Policy #: E-05
Approved/Amended: Mar. 8, 2014; April 8, 2017
Referral Committee: Stewards

1. To operate the church it is necessary to create a variety of passwords. These are necessary for all church owned computers (office, minister, etc), the voice-mail system, the ADP payroll service, as well as various files which contain sensitive information (personnel or finance).

2. Passwords will normally be created by an employee who operates the system (computer, payroll, voicemail) and will only be provided to others on a need to know basis.

3. Passwords should be reasonably complex so that they cannot be easily guessed. At least six characters are recommended including letters and numbers.

4. The person creating a password should keep a written copy of the password in a secure location and provide a copy to at least one appropriate Board member.

5. Passwords should be changed periodically (at least every 2 years).