

3. Password protection

- a. Passwords must not be shared with anyone.
- b. Do not write down passwords and do not post them anywhere.
- c. Do not store passwords in documents that are not encrypted.
- d. Do not use the “remember password” feature on applications.
- e. Do not send passwords through email.
- f. Do not reveal passwords over the phone.

Violations: Any individual found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Attachments: None

Related Policies: None

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