

Password Policy

Employees at Lyndhurst Precision Engineering Limited are given access to a variety of IT resources, including computers and other hardware devices, data storage systems, and other accounts in the course of carrying out their duties.

Passwords are a key part of our cyber security strategy and are fundamental to protecting the business and therefore the livelihood of our employees.

The purpose of this policy is to ensure all Lyndhurst resources and data receive adequate password protection. The policy covers all employees who are responsible for one or more account, or have access to any resource that requires a password.

All passwords must be sufficiently complex and therefore difficult for anybody to guess. All passwords must contain the following credentials:

- Minimum of 8 characters.
- A combination of uppercase, lowercase, numbers and symbols.
- All passwords must be unique.
- Any default passwords, such as those created for new employees during initial set up, must be changed as quickly as possible.

All passwords shall be enforced and controlled by our IT Managed Service Provider.

Our IT Managed Service Provider shall regularly review all passwords, and determine if/when passwords are required to be changed.

Managing Director *M. Main*

Date... *14-3-24*