

POLICY			
Policy Name	ISO Password Policy		
Policy Number	ISO-P016	Version Number	5.0
Supersedes Policy	N/A	Effective Date	9/4/2019
Last Reviewed Date	3/15/2023	Last Revised Date	3/15/2023
Policy Owner		Approved By	
Name	David Christensen	Name	Srinivasan Venkatramani
Title	CISO	Title	CTPO
Date Approved	3/15/2023	Date Approved	3/15/2023

Objective
<p>This policy is in place to ensure the protection of the confidentiality, integrity, and availability of customer and PlanSource data.</p>
Responsibilities
<p><i>PlanSource Personnel</i> – PlanSource Personnel are responsible for protecting the information and devices under their control, understanding and complying with PlanSource’s Information Security policies, and reporting any suspicious system activity to management and Information Security.</p> <p><i>Information Security</i> – The Information Security team (“InfoSec”) manages the development, maintenance and enforcement of information security policies and standards, in accordance with generally accepted best practices, focusing on business and risk objectives.</p> <p><i>Network Administrator</i> - Network Administrators manage access to and maintain functionality within PlanSource’s network environment.</p> <p><i>System Administrator</i> – The SA manages access to applications and systems on behalf of the System Owner.</p> <p><i>System Operator</i> – System Operators run and maintain applications and systems.</p> <p><i>System Owner</i> – The System Owner manages system upgrades and patches, while collaborating with IT Operations on continuous administration of the system</p>
Table of Contents (if applicable)

1	Password Configuration	Error! Bookmark not defined.
2	Password Administration.....	Error! Bookmark not defined.
3	Storage, Transmission, and Encryption	Error! Bookmark not defined.
4	Testing.....	Error! Bookmark not defined.
5	Audit	Error! Bookmark not defined.
6	Reporting Compromises	Error! Bookmark not defined.

Definitions

Coordinated Universal Time – “UTC” (from the French “temps universel coordonné”) is the primary time standard by which the world regulates clocks and time. It is a closely related successor to Greenwich Mean Time (GMT). UTC is based on International Atomic Time with leap seconds added at irregular intervals to compensate for the slowing of Earth’s rotation. Leap seconds keep UTC within 0.9 second of universal time.

Information Assets – These are assets that consist primarily of databases and data files, contracts and agreements, system documentation, research information, user manuals, training material, operational and support procedures, business continuity plans, fallback arrangements, audit trails, and archived data.

Information assets also include the physical assets, services, resources, software and intangibles that support the proliferation of information within the PlanSource global enterprise.

- Software Assets: application software, system software, development tools, and utilities;
- Physical Assets: facilities, computer equipment, communications equipment, removable media, and other equipment;
- Services: computing, communications services and general utilities;
- Personnel: personal qualifications, skills and experience;
- Intangibles: the reputation and image of PlanSource.

Related Document(s)

- Information Security Policy

Applicable Standards/Regulations/Citations/References

- ISO 27001:2013

Revision History			
Date	Version Number	Updated By	Description of Update
9/4/19	1.0	TJ Hart	Initial Policy

9/19/19	2.0	TJ Hart	Updated Formatting
2/12/20	3.0	TJ Hart	Annual Policy Update Cadence Removed Governance Reference Added Security Policy reference
4/28/20	4.0	TJ Hart	New Policy format Policy Number Change 18 to 16
3/15/21	4.0	TJ Hart	Annual Review and Approval
3/15/22	4.0	David Christensen	Annual Review and Approval
3/15/23	5.0	Mike White	Revised System Password Length Added MFA language
3/15/23	5.0	David Christensen	Annual Review and Approval