

## Shropshire Disability Network Password Policy for Clear webmail email address holders

### 1. Overview

All members who have access to the Shropshire Disability Network (SDN) Website must adhere to the password policies defined below to protect the security of the network and to protect data and information integrity.

### 2. Purpose

This policy is designed to protect the resources of SDN by requiring strong passwords along with protection of these passwords.

### 3. Scope

This policy applies to all SDN members, who have access to the SDN Website dashboard and SDN email accounts via clear webmail. Note: sign in passwords to login to SDN website are encrypted & generated externally from SDN.

### 4. Passwords

Passwords will be issued to members by the SDN Webmaster as issued by Clear our hosts, who will keep the definitive record. Passwords can only be changed by making a request to our Webmaster. Clear will generate a new password.



# Shropshire Disability Network

Registered Charity Number 1148256

Your Voice, Your Connections

[www.shropshire-disability.net](http://www.shropshire-disability.net)

## 5. Password Protection

- Never write passwords down.
- Never send a password through email.
- Never tell anyone your password.
- Report any suspicion of your password being broken to the Webmaster
- If anyone asks for your password, refer them to your Webmaster

## 6. Enforcement

Password security is essential to the integrity of the information on the SDN website. Anyone not following this policy will have their website access removed.

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