

STAFF	Password Policy
Responsibility of	Board staff
Objectives	That passwords are kept confidential and that systems are in place to ensure that these are regularly changed by staff to avoid risk of systems being accessed by third parties.
Procedures	<ol style="list-style-type: none"> 1. All Board computers, business financial, record keeping software and user logins are subject to an alpha-numeric password, i.e. must contain letters and numbers. 2. Staff are required to change these on a 6 month basis. 3. The Board's NAS server is setup to automatically prompt for a password change every 6 months or at the next login following a 6 month period elapse. 4. With regard to the Boards business banking portal staff with access are required to change these passwords on a regular 6 month basis (as prompted by the Exchange server above) 5. Where a member of staff is required to act on behalf of another during a leave of absence from the office which requires the use of the absent staffers password it will be required to be changed upon the return to the office of that member of staff.
Board Expectations	<ul style="list-style-type: none"> • That office software passwords are not written down and/or made publicly available among staff, members of the Board or growers. • That these passwords are regularly updated and changed by staff to ensure that office security is maintained.
Document Control	<ul style="list-style-type: none"> • Document Approved Nov 2016 • Approved Dec 2019 • Amended to include 5. • Approved Nov 2020, Oct 2021, Sept 2023