

INFORMATION SECURITY POLICY

PASSWORD/PASSPHRASE POLICY (CHAPTER 6)

PASSWORD

is a string of characters, usually comprised of letters, numbers, and other symbols, that are used to authenticate the identity of a particular user or verify one's access authorization.

EXAMPLES:

Weak:

12345
Asdfghjkl

Strong:

YouN33dCapital
Refreeg1rat0r

EXAMPLES:

Weak:

HelloThere
LuckyMe

Strong:

LeBronJamesBondPaper
HairyPotterAndThePilosopoStoned

PASSPHRASE

is a sequence of words or text that, similar to a password, a user employs to authenticate his identity. For security purposes, it is generally longer than passwords but are easier to remember.

BACKUP POLICY (CHAPTER 7)



HOW TO BACK UP

Back up data in three different platforms or storages that are not stored in a single location.

WHAT TO BACK UP

Units and offices are required to maintain a backup file for all the personal data it holds. Files that have been changed or modified must also be backed up regularly.

DATA RECOVERY CAPABILITY

It is highly advised that regular testing, assessment, and evaluation be conducted to check whether the back up systems employed by the units and offices can effectively and timely save the data as well as retrieve and restore the same.