

Account Passwords Policy

1.0 Policy Statement

The City of Mount Pearl is committed to the protection of City information, and in doing so, the City will establish a set of parameters designed to increase data security by encouraging City employees to use strong passwords while keeping passwords relatively easy to manage.

2.0 Scope

This policy applies to all authorized users who log in to a computer within the City of Mount Pearl. This includes but is not limited to City of Mount Pearl employees, contractors, students and volunteers using authorized accounts.


3.0 Purpose

The purpose of this policy is to satisfy the City's need to have a more secure network and to keep user's accounts safe.

4.0 Password Guidelines

- Passwords must be a minimum of 7 characters long.
- Passwords must not contain the user's account name or parts of the user's full name that exceed two consecutive characters.
- Passwords must contain characters from three of the following categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (A through Z)
 - Base 10 digits (0-9)
 - Non-alphabetic characters (for instance: !, @, #, \$, %...)

5.0 Approvals



Steve Kent, Chief Administrative Officer

November 28, 2018

Date