CORPORATE COMMUNICATIONS

1. **Purpose**
   This document describes the procedures used at Corporate Communications Inc., hereby referred to as CCI, with regards to securing user accounts.

2. **Scope**
   All hosts connected to CCI production networks are affected. Hosts within internal, secured labs are not affected.

3. **Policies**
   a. General Policies:
      i. This policy is a living document. As such, it should be modified as business needs change.
      ii. This document will be reviewed yearly by CCI Management. The next scheduled review will be on Aug 31, 2023.
      iii. CCI Systems Team shall bear responsibility to notify CCI Management of necessary changes to account security policies and/or this document.
   b. General Account Information:
      i. All access to production systems, firewalls, and routers will be uniquely linked to a specific person.
      ii. Accounts to CCI production hosts will be granted on a need basis. CCI developers or management who do not have a legitimate need to access production systems will not be granted accounts.
      iii. Administrative accounts to CCI production hosts will be granted on a need basis. Only CCI systems staff should have root or administrative accounts.
      iv. Terminated or inactive users will be removed immediately.
   c. Authentication:
      i. Remote user access will be done using a combination of public-key tokens and passphrases.
      ii. Passwords must be a minimum length of eight characters, and contain both numeric and alphabetic characters.
      iii. Passwords must not be the same as any of the last four password the user has used.
      iv. Passwords must be changed every 90 days.
      v. After 6 attempts, the account should be locked out, for at least 30 minutes, or until administrator enables the user ID.
      vi. Remote sessions will be terminated after 15 minutes of inactivity.
      vii. Password resets must be done in-person.

4. **Enforcement**
   a. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

5. **Definitions**
   a. **Production Network** - The production network is cloud based across multiple vendors.

Revision History

08/26/2021
- Originated

08/31/2021
- Reviewed
- Formatting updated
- physical production environment changed to cloud
- Password resets must be done in-person and verified by the CCI Systems Team. Changed to Password resets must be done in-person.

08/31/2022
- Reviewed