



chilham parish council

serving chilham, old wives lees and shottenden

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Password Policy

Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and passwords and shall be handed to and retained by the Chair / Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councilors. After the envelope, has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

Pins/passwords should never be shared, each employee or councilor should have their own password/pin.

Passwords should be changed immediately if there has been a breach in security to any of BPC's IT systems.