

## **Computer Password Policy**

The Data Protection Officer keeps the passwords to all staffs Mailbox, Computers and Drop box. Staff are responsible for updating the Data Protection Officer should they change their password.

There will be a hard copy of these passwords kept in a sealed envelope in the Data Protection Officers locked drawer. The key to this drawer will always be kept with the Data Protection Officer. The Chief Exec will be able to access this in the Data Protection Officers absence via a spare key.

A copy will also be kept in the Data Protection Officers documents in drop box- this document is password protected and the Chief Exec will be able to access this document in the Data Protection Officers absence.

All other personal documents like payroll, and sage accounts will be password protected on individual's machines.

Individuals will know there own passwords and the Data Protection Officer stores these as a back up. Line managers only need to know their own passwords.