

Password Policy

Purpose:

This policy establishes requirements for the secure use of passwords to protect Queen's University Belfast (QUB) computer user accounts. These requirements are necessary to help ensure personal security and protect business, research and academic interactions throughout the University.

Description:

A QUB computer user account is a unique user identifier and password combination that serves as the primary digital identity at Queen's University Belfast. It works in tandem with the QUB Active Directory Service to provide the foundation for digital identity authentication i.e. proving who one is, and authorization for what one has access to once authentication occurs.

This account provides access to a wide range of IT services such as the Web, E-mail, QOL, QGIS, Library Resources, HR records, Research Services and Student Computing Centres. Individuals may need additional University accounts for privileged and other specialized services.

The account is managed by the QUB Information Services Directorate.

Scope:

This policy applies to every person holding a QUB computer user account at any time or location.

User Responsibilities:

QUB computer user account owners are required to:

1. Follow University procedures for passwords.
2. Never share their QUB password(s).
3. Reserve their QUB password(s) for QUB systems and services only – Individuals must create a different password for external services such as stores, banks, music services, Web sites, personally owned computers or other systems.
4. Comply with University Data and Information Security Policies and Acceptable Use Guidance - <http://www.qub.ac.uk/directorates/InformationServices/Services/Security/>
5. Change their password when required to do so by the system or by management request.
6. Immediately change their password, if there is any reason to believe the user account has been compromised (e.g. another person has acquired the password), and report the issue to the IT Service Desk on (028) 9097 3760 from 9:00 am to 5:00 pm Monday to Friday. All other times email advisory@qub.ac.uk.

QUB computer user account owners must take note of the following:

1. All use of the QUB computer user account is assumed to be performed by the person assigned to that account. Account owners are held responsible for all activities associated with their accounts.
2. Failure to comply with this policy may lead to suspension of account privileges or other action as provided by relevant University policies.
3. QUB computer user accounts will be disabled after one year's inactivity.
4. Non-staff accounts will expire after to 2 years, user must apply for a further extension.