PRIVACY & SECURITY INFORMATION NOTICE

RAISING AWARENESS ABOUT THE IMPORTANCE OF PROTECTING THE PRIVACY & SECURITY OF SENSITIVE INFORMATION

Passwords

As the owner of a computer account, you are responsible for <u>all</u> activity performed by your userID and password. The password also safeguards confidential or sensitive County information that may be stored within your computer account. Please click on the following link to view the Password policy in full: http://hhsa_intranet.co.san-diego.ca.us/policy/mpp/f/f5.pdf.

The following are statements from the Password policy:

1. A password is restricted information and is not to be shared with anyone (e.g. supervisor, co-worker, IT technical staff) under **any** circumstance. This includes when you transfer out of the Agency or terminate employment with the County.

2. A password must be changed every 90 days. (You may change your LAN login password at any time by pressing 'Ctrl, Alt, Delete' at the same time on your keyboard. A pop-up menu will then appear. Click on 'Change Password'.

3. Create a strong password that is difficult to guess, yet can be remembered without having to write it down (e.g. 4U2Know#). Make sure your password follows the Password Complexity Rule.

4. A password must not be re-used.

5. You are responsible for <u>all</u> activity performed by your userID and password.

6. County LAN accounts (and any other applicable system or application account) will be suspended or locked after a pre-determined number of unsuccessful password login attempts.

7. The use of another person's County LAN account (or other system or application userID and password) to pretend to be that account owner is strictly prohibited whether the account owner gave the password or not. If certain files are needed from the account, the Group IT Manager's written approval is required.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT:

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