



TENCO HIRE PURCHASE & LEASING CO.PVT.LTD

Regd.Office: Gold Complex, Yesudas Road, Kunnamkulam, Thrissur District, Kerala - 680 503.

Admn Office: 2/388, 1st Floor, Vattipillaivar kovil Street, Ullur, Kumbakonam, Thanjavur District, Tamilnadu - 612 001.

Password Policy

1.Purpose: The purpose of this policy is to establish guidelines for the creation, management, and security of passwords used to access systems and data within Tenco Hire Purchase and Leasing Co. Pvt. Ltd.. This policy aims to enhance the security posture of our organization and protect sensitive information from unauthorized access.

2.Scope: This policy applies to all employees, contractors, and third-party vendors who have access to Tenco Hire Purchase and Leasing Co. Pvt. Ltd.'s systems, networks, and data.

3. Password Creation and Complexity:

Passwords must be at least 12 characters in length.

Passwords must contain a combination of the following:

Uppercase letters (A-Z)

Lowercase letters (a-z)

Numerals (0-9)

Special characters (e.g., !, @, #, \$, %, etc.)

Passwords should not contain easily guessable information such as names, birthdays, or common words.

Passwords should be unique and not reused across multiple accounts or systems.

4. Password Management:

Employees must not share their passwords with anyone, including colleagues and IT support personnel.

Passwords must be changed at least every 90 days.

Employees must not use the same password for more than one system or service.

Passwords should not be stored in plain text, written down, or saved in an unsecured manner. If written down for temporary use, they should be stored securely and destroyed after use.

Passwords must not be auto-saved in web browsers or other applications.

5. Multi-Factor Authentication (MFA):

MFA should be implemented wherever feasible, especially for accessing critical systems and sensitive data.



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6. Account Lockout:

After five unsuccessful login attempts, an account should be locked for a period of 15 minutes or until it is unlocked by an administrator.

7. Password Recovery:

A secure and standardized process should be established for password recovery, ensuring that only authorized users can reset their passwords.

8. Third-Party Access:

Vendors and contractors with access to Tenco Hire Purchase and Leasing Co. Pvt. Ltd.'s systems must adhere to this password policy. Their access should be reviewed and revoked promptly when no longer needed.

9. Monitoring and Enforcement:

Tenco Hire Purchase and Leasing Co. Pvt. Ltd. will regularly audit and monitor compliance with this policy.

Violations of this policy may result in disciplinary action, up to and including termination of employment or contract.

10. Training and Awareness:

All employees and relevant third parties should receive training on this password policy to ensure they understand and comply with its requirements.

11. Review and Revision:

This password policy will be reviewed annually and updated as necessary to reflect changes in security threats, technology, and business requirements.

12. Reporting Security Incidents:

Any suspected or actual security incidents related to passwords must be reported to the IT department or the designated security contact immediately.

By adhering to this password policy, we can collectively contribute to safeguarding Tenco Hire Purchase and Leasing Co. Pvt. Ltd.'s data and systems from potential threats and unauthorized access.

Tenco Hire Purchase and Leasing Co. Pvt. Ltd. takes security seriously, and your cooperation in following these guidelines is crucial to our success in this regard.