**DATA PROTECTION NOTICE**  
**ATTENTION ALL STAFF  
Password Privacy Reminder**

**Objective**: To provide clear guidance and best practice for the security and protection of passwords that are associated to HSE user accounts. It is critical that any login credentials are kept private to protect the data security of HSE patients, service users and staff. Logins being used by individuals that do not have explicit permission to use them, presents a significant risk to the organisation*.*

The HSE has a strict **Password Standard Policy** – which can be referred to [here](https://www.hse.ie/eng/services/publications/pp/ict/password-standards-policy.pdf). This includes important guidance on the frequency at which passwords must be changed.

* Users are reminded that each user is responsible for all activities performed on any HSE I.T. device, information system or application while logged in under their individual access account and password.
* With the exception of generic / group access accounts, users must only use access accounts and passwords which have been assigned to them.
* Users must ensure that generic / group access accounts are kept confidential at all times, and are not shared with others including their co-workers or third parties.
* Users must not write down their password(s) on or near their computer device, or any device that is connected to a HSE network.
  + However, in exceptional circumstances where a password has to be written down, the password must be stored in a secure place, which is not easily accessible to others.
* Users must not send their passwords within email messages, unless the email message is encrypted.
* Users who suspect their password is known by others must change their password immediately.
* Users must not misuse their own; or another users password, or knowingly elevate their information system access account or network domain access privileges above those that they have been authorised to use.
* Users must ensure all default passwords which are supplied by a vendor for new HSE devices and systems are changed at installation time.

**Password protection top tips**

