PASSWORDS
– Policy –

1. PURPOSE

1.1   This Policy outlines the expectations for the creation, usage, and frequencies of change of Passwords for the Information Technology (IT) resources of the New Brunswick Institute for Research, Data and Training (NB-IRDT) and should be read in conjunction with the *NB-IRDT User Access Account Policy*.

2. SCOPE

2.1   This Policy applies to all NB-IRDT Employees and Approved Data Users.

3. DEFINITIONS

3.1   *Approved Data User(s):* Individuals, such as NB-IRDT Employees, researchers, students, and government Employees, who have been issued an electronic identification access card, personal identification number, and project access account following the approval of access according to all relevant NB-IRDT procedures, including a Criminal Record Check (CRC).

3.2   *Employee(s) (of NB-IRDT):* All full-time and part-time, continuing and term Employees currently earning wages or salaries from NB-IRDT (including the Director). Does not include independent contractors.

3.3   *New Brunswick Institute for Research, Data and Training (NB-IRDT):* A Research Data Centre as defined in RTIPPA and PHIPAA. Like other Research Data Centres, NB-IRDT has the authority to compile and link Personal Information or Personal Health Information for the purposes of research, analysis, or evidence-based decision-making. NB-IRDT has three locations, with the hub located in Fredericton, and Satellite Sites located in Saint John and Moncton. These facilities are situated on the University of New Brunswick (Fredericton) campus (Keirstead Hall, 38 Dineen Drive; Units 316, 317, and 317-A); on the Saint John campus (Hazen Hall, 93-97 Tucker Park Road; Unit 339); and, on the Université de Moncton campus (Bibliothèque Champlain, 415 avenue de l'Université; salle 031).

3.4   *Privacy Breach:* Occurs when there is an unauthorized collection, use, disclosure, retention, or destruction of personal information as described in Section 49(c) of PHIPAA, including personal health information that has been stolen, lost, or disposed of, except as permitted by the Act. Such

activity is unauthorized if it occurs in contravention of applicable privacy legislation (PHIPAA and RTIPPA) or other applicable legislation.

3.5 *Secure Research Environment (SRE):* The infrastructure housing NB-IRDT data resources and equipment for accessing resources. The facilities are located on the University of New Brunswick (Fredericton) campus (Keirstead Hall, 38 Dineen Drive; Units 316, 317, and 317-A); on the Saint John campus (Hazen Hall, 93-97 Tucker Park Road; Unit 339); and, on the Université de Moncton campus (Bibliothèque Champlain, 415 avenue de l'Université; salle 031). The buildings housing these facilities are under respective campus security surveillance.

3.6 *System Administrator Passwords:* Passwords for routers, switches, WAN links, firewalls, servers, internet connections, administrative-level network operating system accounts, and other IT resources.

3.7 *Systems:* All computing resources held and maintained within the NB-IRDT Secure Research Environment, be they hardware, software, operating systems, platforms, or programs that facilitate the operation of data collection, access, and storage.

4. POLICY STATEMENTS

4.1 Passwords are the entry point to NB-IRDT IT resources, and the use of Passwords to prevent unauthorized access to electronic information is one of the key technical safeguards used to protect the security of Personal Information and Personal Health Information.

4.2 System Administrator Passwords are only issued to, and used by, the NB-IRDT Database Administrator and the NB-IRDT Systems Administrator.

4.3 Passwords must be unique to the user and function. An NB-IRDT Employee or Approved Data User with multiple duties and/or research projects will have a different user identification and Password for each function, duty, or research project. For example:

- When a NB-IRDT Data Analyst is authorized to conduct research analysis, they must log in with a unique user identification and Password to access that research project folder.

- If the NB-IRDT Data Analyst is performing Data Curation work, they will use another user identification and Password to access the temporary working folder created for the Data Curation.

4.4 Passwords are not permitted to be written, emailed, hinted at, shared, or in any way made known to anyone other than the assigned user. This means that Passwords are not to be shared with supervisors or other Employee and are not to be recorded in an external e-wallet or digital wallet software (or similar product) to store a user's Password(s). If an NB-

IRDT Employee or Approved Data User forgets their Password, it can be reset by the NB-IRDT Database Administrator.

4.5 NB-IRDT workstations automatically lock after five (5) minutes of inactivity. The control panel function has been disabled so that it cannot be changed by anyone except the NB-IRDT Systems Administrator.

4.6 NB-IRDT uses an automated program that requires Users to change Passwords every 60 calendar days. Failure to change a Password within the required time limits will result in the user's account being locked. The NB-IRDT Database Administrator will only unlock the account once the user changes their Password.

4.7 Passwords may not be reused within 12 months.

4.8 Passwords must be between eight (8) and fourteen (14) characters in length and include at least one (1) character from each of the following categories:

- Numeric;

- Non-alphanumeric;

- Uppercase alpha; and,

- Lowercase alpha.

5. PROCEDURES

5.1 Once Access Permissions have been determined for an NB-IRDT Employee or an Approved Data User, the NB-IRDT Database Administrator will create a task/project-specific account and assign a temporary Password to the account.

5.2 The Employee or Approved Data User will be prompted to change the temporary Password upon first login using the criteria described in section 4.8 of this Policy.

5.3 Upon completion of a specific task/assignment by a NB-IRDT Data Analyst, completion of a project, indefinite leave, or termination of employment, user account access is disabled in accordance with the *NB-IRDT User Access Account Policy* and login to those accounts is no longer possible.

6. ADMINISTRATION

6.1 **Accountability**

6.1.1 The NB-IRDT Database Administrator is responsible for providing initial Passwords to NB-IRDT Employees and Approved Data Users and

reporting any Password violations to the NB-IRDT Director and Privacy Officer.

6.1.2 NB-IRDT Employees and Approved Data Users are responsible for complying with this Policy, protecting Passwords, and ensuring that their Password is not shared with or revealed to anyone else.

6.1.3 NB-IRDT Employees and Approved Data Users are responsible to report any breach of this Policy to the NB-IRDT Director, Database Administrator, and Privacy Officer.

6.1.4 The NB-IRDT Director is responsible to ensure an investigation is conducted and any violation of this Policy is addressed.

6.2 **Monitoring, Auditing, and Reporting**

6.2.1 NB-IRDT Employees and Approved Data Users are clearly informed of this Policy during the Data Privacy Training and Security and Orientation Training.

6.2.2 NB-IRDT Systems are safeguarded to systematically enforce Password requirements.

6.2.3 All login attempts and account activity is logged.

6.2.4 Any violation of this Policy will be assessed for a Breach of privacy. The *NB-IRDT Privacy Breach Policy* will be followed if a Breach is suspected or identified.

7. RELATED DOCUMENTS

- *NB-IRDT Glossary of Data Privacy and Security Terms*

- *NB-IRDT Privacy Breach Policy*

- *NB-IRDT User Access Account Policy*

8. REFERENCES

- *Personal Health Information Privacy and Access Act, SNB 2009, c P-7.05*

- *Right to Information and Protection of Privacy Act, SNB 2009, c R-10.6*

9. DOCUMENT VERSION, REVIEW, AND APPROVAL HISTORY

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