Password Management Policy

Effective: 2023.06.01

I. Purpose

The purpose of this policy is to establish Universidad del Sagrado Corazón's (University) standards for the creation, protection, and updating of strong passwords. Password management represents an integral aspect of the University's cybersecurity protocols. A poorly chosen password could be a potential threat to the University's information systems and network.

II. Regulatory Context

This policy is established in compliance with Federal and State Laws, regulations and other institutional policies related to cybersecurity and password management. Also, this policy follows mandatory regulatory compliances including, but not limited to, PCI-DSS, ISO 27001, NIST Cybersecurity framework, General Data Protection Regulation, and GLBA, among others.

III. Scope

All members of the University Community with access to the University's information systems are responsible for taking the appropriate steps to select and secure their passwords.

IV. Definitions

1. Information System – Any system that belongs to the University and that can be accessed through a computer or similar devices.

2. Member of the University Community - includes any person or legal entity who has an interest in the University's Mission, institutional activities and/or operations (e.g., trustees, faculty, administrative staff, student support services staff, students, stakeholders, third-party, suppliers and vendors).

3. Password - a secret word or phrase that must be used to gain access to an Information System.

V. General Policy

The University adheres to all legal requirements related to the enforcement of secure password policies to authenticate user identities. The Integrated Information Technology Office (ITI for its Spanish acronym) is the unit in charge of the development of procedures to enforce this policy. As such, it will be responsible for the following subject matters: password construction guidelines, password protection procedures.
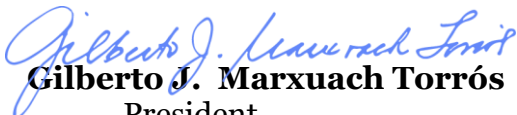
VI. Interpretation of this Policy

This Policy is approved by the President of the University with the advice and counsel of the office of the General Legal Counsel. Questions about the scope and interpretation of this Policy should be directed to the Integrated Information Technology Office at 787.728.1515, ext. 8044.

If there is any ambiguity in any provision of this Policy, the University reserves the discretion to interpret it in accordance with the purpose for which it was established, the impact to the University's operations and good faith, unless otherwise provided by law.

VII. Reporting Violations

Violations to this Policy should be directed to the office of the office of Compliance, Internal Audit and Institutional Integrity at cumplimiento@sagrado.edu. Any violations to this Policy will be addressed in accordance with the University's policies and procedures.

Gilberto J. Marxuach Torrós
President