National Navigation Award Scheme (NNAS)

Password Policy

Version	Date	Author	Type
V1	20/05/2024	Jane Howie	First Draft
V1	29/05/2025	Pete Hawkins	Review
V1	29/05/2025	Jane Howie	Final Version signed off

Using strong passwords is an important way to protect the NNAS' valuable data. This Password Policy will guide NNAS staff, trustees and volunteers to creating suitably strong passwords.

USE OF PASSWORD MANAGER

NNAS staff must use the password manager supplied on their workplace laptops to save all passwords. The master password is set up with guidance from the Admin Manager and is a minimum of 12 characters long.

The password manager has the option to generate very strong passwords and this must be used by staff wherever possible.

It is particularly important that users sign out of the password manager when they are finished working on the laptop as this prevents unauthorised access to their passwords.

Trustees and volunteers are advised to use a password manager on their devices, however it must be noted that Trustees do not have access to the Provider or Candidate data on the Candidate Management System.

MANUALLY GENERATED PASSWORDS

If a password must be manually generated it will be made as secure as possible, for example using three random words, special characters and be at least 12 characters long.

MULTI FACTOR AUTHENTICATION

Multi factor authentication should be used wherever possible.

OTHER PASSWORD TIPS if not using a password manager:

- Do not reuse passwords
- Do not use common passwords such as "admin", "password" or "navigation"
- The longer the password the better (min 12 characters)
- Make it hard to guess, but make it memorable to you
- Preferably store passwords on a password manager
- Do not store passwords on a computer or write them down
- Change all default passwords

PASSKEYS

Passkeys are beginning to replace passwords as they are unguessable and therefore more secure. The adoption of Passkeys is strongly recommended on sites that accept them. For example, the NNAS' Google Account.