



2024

JJIF Password Policy

CONFIDENTIAL



JJIF Ju-Jitsu International Federation

JJIF Registered Office: c/o Linus Bruhin, Leutschenstrasse 9 Postfach 323, CH 8807 Freienbach, Switzerland
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1. Overview

This password policy is designed to provide guidelines and establish requirements for creating, managing, and using passwords at Ju Jitsu International Federation (JJIF). The policy aims to protect both our information technology infrastructure and the data it holds from unauthorized access.

2. Scope

This policy applies to all employees, contractors, consultants, volunteers, and other workers at JJIF, including all personnel affiliated with third parties who have access to privacy data on our system.

3. Policy Requirements

3.1 Password Creation

- **Length:** Passwords must be a minimum of 12 characters in length.
- **Complexity:** Passwords must contain at least one uppercase letter, one lowercase letter, one number, and one special character (e.g., `! @ \$ % ^ & *`).
- **Avoid Common Words:** Passwords should not include dictionary words, easy sequences (e.g., `12345`, `abcde`), or easily guessable information such as company names, birthdays, or anniversaries.

3.2 Password Maintenance

- **Changing Passwords:** Users are required to change their passwords every 90 days. Upon change, previous passwords cannot be reused for a specified period (e.g., 1 year).
- **Storage and Transmission:** Passwords should never be stored in plaintext. They should not be transmitted over the internet unless encrypted using secure protocols like HTTPS or VPN.
- **Sharing:** Passwords must not be shared with anyone, including colleagues, family members, or supervisors. If necessary to share credentials, use a secure method like a password manager.

3.3 Password Recovery

- **Secure Recovery:** Password recovery processes must be secure. Identity verification steps must be enforced before resetting or recovering passwords.
- **Automatic Lockouts:** Accounts will be temporarily locked after five unsuccessful login attempts. Lockout duration shall be a minimum of 30 minutes, or until an administrator manually unlocks the account.

3.4 Multi-Factor Authentication (MFA)

- **MFA Requirement:** Multi-factor authentication is required for access to all critical systems. MFA should be implemented as an additional layer of security beyond the username and password.





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4. User Responsibilities

- **Confidentiality:** Users are responsible for keeping their passwords confidential.
- **Immediate Reporting:** Any suspected compromise of passwords must be reported immediately to the JJIF Data Protection Officer.
- **Compliance:** Users must comply with all elements of this password policy. Failure to comply may result in disciplinary actions, including termination of access, employment termination, and legal action.

5. Administration

- **Policy Enforcement:** The JJIF Data Protection Officer is responsible for the enforcement of this policy.
- **Audits and Compliance Checks:** Regular audits will be conducted to ensure compliance with this policy. Users may be required to demonstrate their knowledge and compliance with this policy during audits.

6. Amendments and Revisions

This policy is subject to regular review and updates. Any amendments to this policy will be approved by the board of directors and communicated to all users in a timely manner.

7. Approval and Implementation

This policy is approved by the board of directors of the JJIF and is effective immediately.

