MDRS Username & Password Security Procedure

SJP Driver Training will ensure that only authorised personnel have access to the MDRs system.

This will be achieved by;

1. SJP Driver Training manager will be the only person who will distribute the MDRS username & password to the authorised personnel.
2. If a member of staff leaves who had access to MDRS, the SJP Driver Training manager will contact the Master Driver CPC team to request an updated password.
3. If at anytime there are concerns that the username or password may be abused, the SJP Driver Training manager will contact the Master Driver CPC team immediately to make them aware of the issue.
4. The MDRS username & password will only be used on authorised equipment and will only be issued to authorised personnel before the course start date.

Password security

5. All passwords **shall** be protected to the same level as that afforded to the system or information that they provide access to
6. Users **shall** ensure that if passwords are to be written down, they shall be stored securely within a sealed envelope in a personal lockable storage device within SJP Driver Training office.
7. Users **shall** ensure that passwords are not shared with other users. (If there is a business requirement to share a password approval shall be obtained from the SJP Driver Training Manager).
8. Users **shall** ensure that passwords are never revealed to any other persons. This includes system administrators, security staff and management.