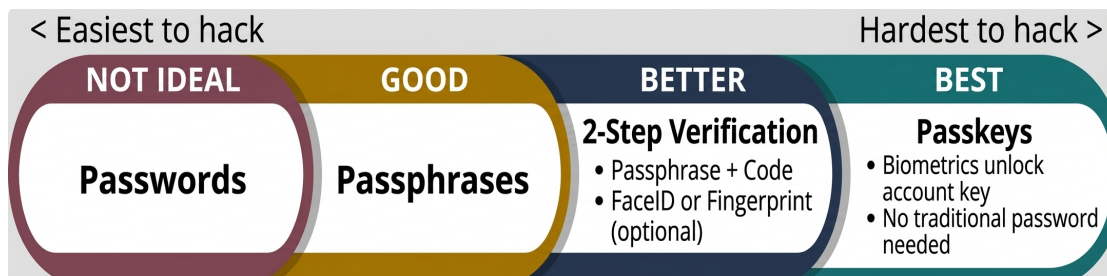


PASSWORD GUIDE

Golden rules for creating a password

- **Unique** (don't reuse)
- **Random** (don't follow a pattern or use something obvious such as a pet or child's name)
- **Long** (use memorable passphrases of 14 characters or more. Longer easier to remember passphrases are much more secure than complex short passwords). Eg "Mary Hates Balloons" = 19 characters

Use the most secure form of authentication available



Take extra care with **vital apps and websites** that would cause you major trouble if you couldn't get into it, or if a criminal did. These include tech accounts (eg Apple, Google, Microsoft), email and messaging accounts, social media, banking and Health, IRD & other places holding your sensitive private information. Always use a Passphrase for these, plus Passkeys (if available) or 2 Step Verification (2 Factor Authentication or 2FA).

Device Access Security (phone, tablet or PC)

✓ SAFE	✗ UNSAFE
• 6+ digit PIN • Strong Passphrase • Fingerprint • Apple FaceID	• swipe only • pattern • 4 digit PIN • Android 2D face recognition

Password Checklist

1. Choose a password management approach – password book and /or password manager
 - Treat a password notebook like a passport or will, keep it secure and tell a trusted person where to find it should you become incapacitated.
 - Ensure your passwords are in there and up-to-date
 - Note NZ banks specifically state that passwords, PINS and codes must not be written down or stored on a device.
2. Check your passwords
 - Haven't been compromised (and change them if they have)
 - Comply with the golden rules above
3. For vital accounts also
 - Have some form of 2 step verification or passkey
 - Check account recovery contacts are correct
4. Make sure that access to your device is secure

Useful Information

- Check if your account has been compromised:
 - www.haveibeenpwned.com (US site)
 - www.howexposedamI.co.nz (NZ site)
- Information on online security practices
 - www.ownyouronline.govt.nz (NZ National Cyber Security Centre)
 - <https://netsafe.org.nz> (NZ independent, non-profit online safety organisation)