[Insert organisation name/logo]

# ENCRYPTION PASSWORD REGISTER TEMPLATE

**🖌Note\***

This Register is to record passwords for Word, Excel and PowerPoint documents that are later ‘locked’ or password protected to prevent unauthorised changes. Typically, these documents are formally controlled, such as policies, procedures and forms, and form the backbone of an organisation’s documented quality system. Should these passwords become ‘unknown’, the documents may still be accessed and read, but cannot be amended or updated. The only method to update at this point is to re-key the information … in its entirety.

The contents included in this template are recommendations only. They can be edited, deleted and added to as deemed necessary by the organisation.

\*Please delete all notes before finalising this document.

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| --- | --- | --- | --- |
| **Date**  |  | **Updated by** | **[Insert name]** |

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| --- | --- | --- |
| **Type of information protected from unauthorised changes via password protection** | **Insert employee name responsible for documents and authorised to make changes** | **Password protection password** |
| **[Insert name of document; e.g. organisation’s policies / policy toolkit]** |  **[Insert name]** | **[Insert password]** |
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