

# Securing your account according to the GDPR

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Data protection by design and default require controllers to ensure the security of their OnceHub accounts. By default, OnceHub requires Users to use a secure password with at least six characters, including numbers and letters. In addition to our default settings, OnceHub also allows Users to set custom security policies such as stricter password policies, account lockout and short sessions. These additional security policies ensure that you are protecting your account to the highest degree possible.

To update security settings, you must be an [Administrator](#). However, you do not need an assigned product license. [Learn more](#)

## Configure security settings for your OnceHub account

1. In your [OnceHub Administrator](#) account, open the left sidebar and navigate to **Account settings -> Security -> Password policies**. You will land on the [Password policies](#) section (See Figure 1).

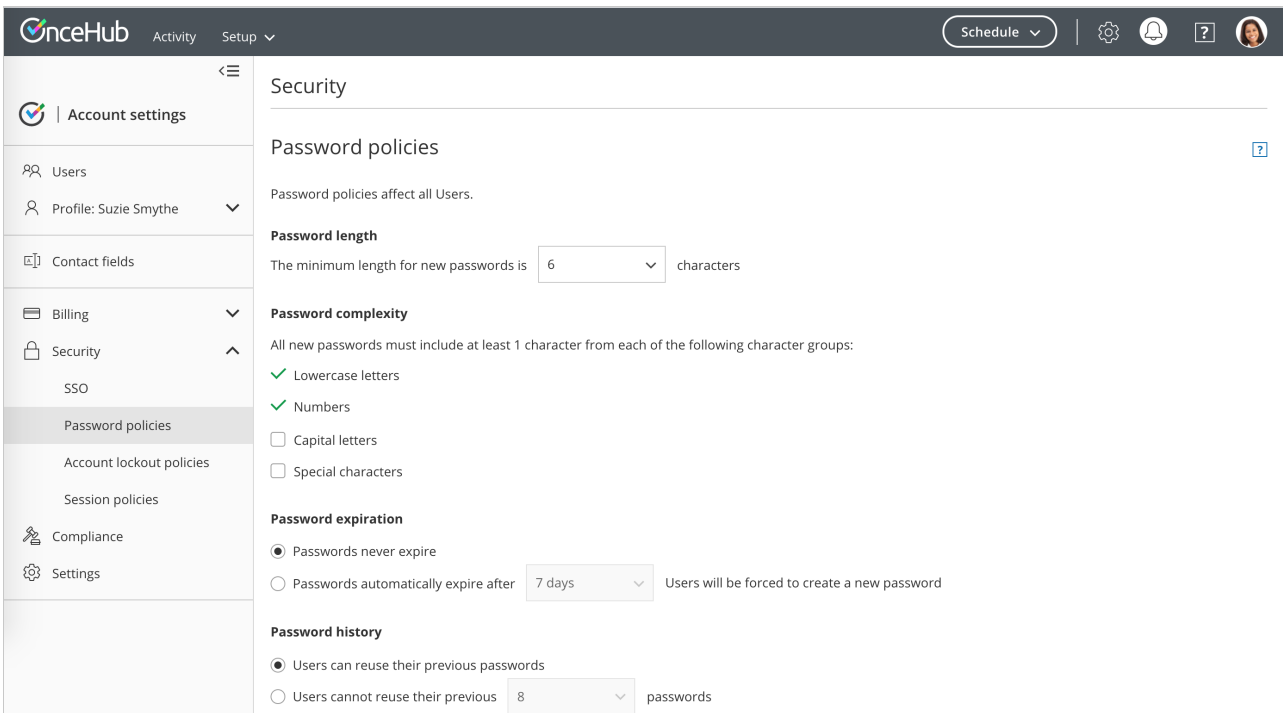


Figure 1: The Password policies section of the Security settings

2. Define your password policy. You can set a minimum length, complexity, expiration period, and whether Users can reuse their previous passwords. When finished, press **Save**.

3. Click on the [Account lockout policies](#) section (see Figure 2). Click to enable Account lockout. This protects against brute force login attempts and automatically suspends account access when multiple failed login attempts have been identified. Select the number of times a User can unsuccessfully try to login within a specific time frame. When finished, press **Save**.

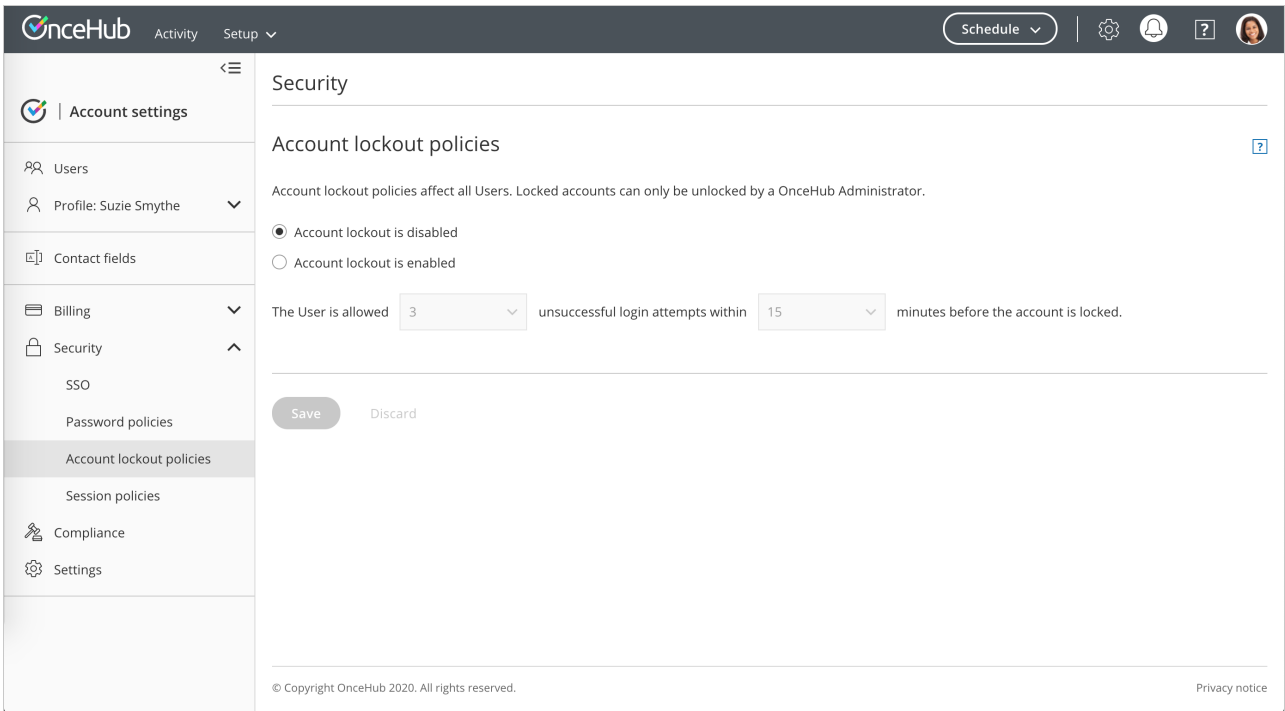


Figure 2: Account lockout policies section of the Security settings

4. Click on the [Session policies](#) section (See Figure 3). Click to enable Short sessions. This setting will automatically sign out Users after a specific period of inactivity. Define the period of time until Users are signed out. When finished, press **Save**.

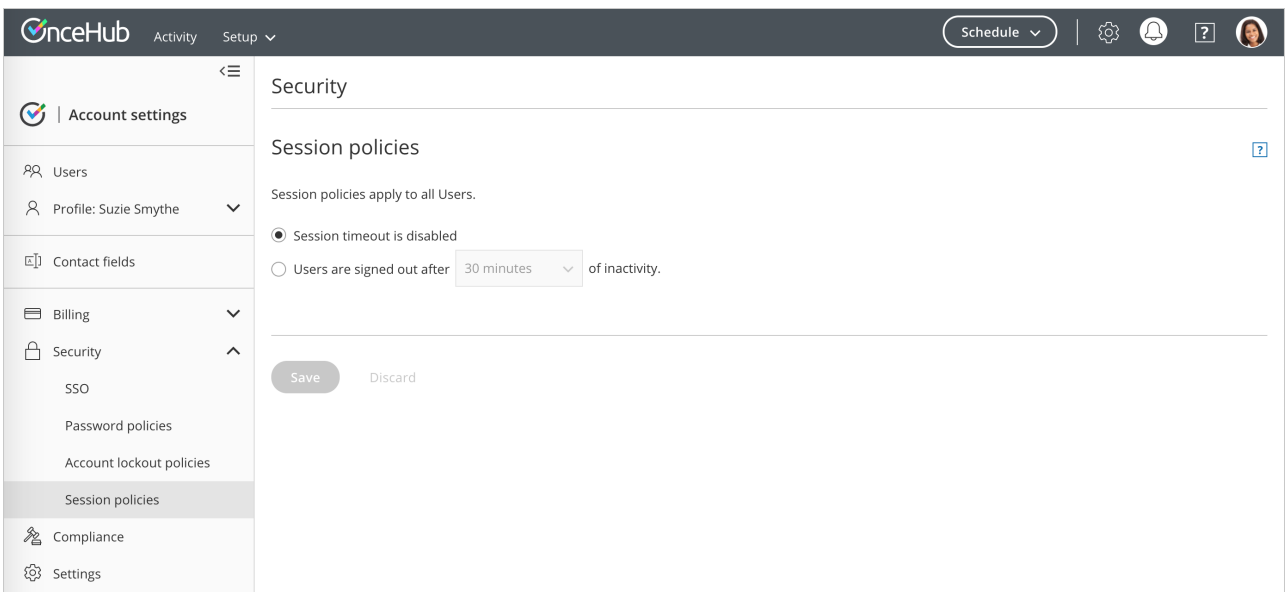


Figure 3: The Session policies section of the Security settings

You're all set! You have now set up custom security policies to protect your ScheduleOnce account. [Learn more about security at OnceHub](#)

To learn more about OnceHubs compliance with the GDPR, read our ebook: [A practical guide to using OnceHub in a GDPR compliant manner](#)