

## Canadian Access Federation: Trust Assertion Document (TAD)

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### Purpose

A fundamental requirement of Participants in the Canadian Access Federation is that they assert authoritative and accurate identity attributes to resources being accessed, and that Participants receiving an attribute assertion protect it and respect privacy constraints placed on it by the asserting Participant.

**To accomplish this practice, CANARIE requires** Participants to make available to all other Participants answers to the questions below.

### Canadian Access Federation Requirement

Currently, the community of trust is based on “best effort” and transparency of practice. Each Participant documents, for other Participants, their identity and access management practices, which they can confidently meet. Each Participant should make available to other Participants basic information about their identity management system and resource access management systems registered for use within the Canadian Access Federation. The information would include how supported identity attributes are defined and how attributes are consumed by services.

### Publication

Your responses to these questions must be:

1. submitted to CANARIE to be posted on the CANARIE website; and
2. posted in a readily accessible place on your web site.

You must maintain an up-to-date Trust Assertion Document.

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### 1. Canadian Access Federation Participant Information

1.1.1. Organization name: Algoma University

1.1.2. Information below is accurate as of this date: 2018-01-25

### 1.2 Identity Management and/or Privacy information

1.2.1. Where can other Canadian Access Federation Participants find additional information about your identity management practices and/or privacy policy regarding personal information?

<https://my.algomau.ca/tools/documents/policies/Privacy/FIPPA.pdf>

### 1.3 Contact information

1.3.1. Please list person(s) or office who can answer questions about the Participant's identity management system or resource access management policy or practice.

Name:	Craig Diotte
Title or role:	System
Email address	<a href="mailto:craig.diotte@algomau.ca">craig.diotte@algomau.ca</a>
Telephone:	(705) 949-2301 x4414

## 2. Identity Provider Information

Two criteria for trustworthy attribute assertions by Identity Providers are: (1) that the identity management system be accountable to the organization's executive or business management, and (2) the system for issuing end-user credentials (e.g., userids/passwords, authentication tokens, etc.) has in place appropriate risk management measures (e.g. security practices, change management controls, audit trails, accountability, etc.).

### 2.1 Community

2.1.1. As an Identity Provider, how do you define the set of people who are eligible to receive an electronic identity? If exceptions to this definition are allowed, who must approve such an exception?

Students who are currently enrolled in classes at Algoma University, or have enrolled in the last 18 months, are provided with an electronic identity.

Non-teaching employees who are currently employed by Algoma University are provided with an electronic identity.

Teaching employees who are currently teaching, or who have taught in the last 18 months, are provided with an electronic identity.

Any exceptions must be made by the Director of Information Technology

2.1.2. What subset of persons registered in your identity management system would you identify as a "Participant" in SAML identity assertions to **CAF** Service Providers?

All students and employees (teaching and non-teaching) would be identified as participants.

### 2.2 Electronic Identity Credentials

2.2.1. Please describe, in general terms, the administrative process used to establish an electronic identity that results in a record for that person being created in your electronic identity database? Please identify the office(s) of record for this purpose.

When an applicant to our university has accepted their offer of admission, they are issued an electronic login account in order to use our on premise resources. These identities are managed by the Office of the Registrar.

Employees are provided electronic identity credentials upon hire and are managed by the Human Resources department.

2.2.2. What authentication technologies are used for your electronic identity credentials (e.g., Kerberos, userID/password, PKI, ...) that are relevant to Canadian Access Federation activities? If more than one type of electronic credential is issued, how is it determined

who receives which type? If multiple credentials are linked, how is this managed (e.g., anyone with a Kerberos credential also can acquire a PKI token) and audited?

#### UserID / Password

- 2.2.3. If your electronic identity credentials require the use of a secret password or PIN, and there are circumstances in which that secret would be transmitted across a network without being protected by encryption (e.g., “clear text passwords” are used when accessing campus services), please identify who in your organization can discuss with any other Participant concerns that this might raise for them:

There are no instances of clear text passwords being transmitted. All methods use encryption.

- 2.2.4. If you support a “single sign-on” (SSO) or similar campus-wide system to allow a single user authentication action to serve multiple applications, and you will make use of this to authenticate people for **CAF** Service Providers, please describe the key security aspects of your SSO system including whether session timeouts are enforced by the system, whether user-initiated session termination is supported, and how use with “public access sites” is protected.

We do not currently use single sign-on technologies.

- 2.2.5. Are your primary electronic identifiers for people, such as “NetID,” eduPersonPrincipalName, or eduPersonTargetedID considered to be unique for all time to the individual to whom they are assigned? If not, what is your policy for re-assignment and what is the interval between such reuse?

After 18 months or more of inactivity, a user’s identifiers are deleted, and may be reused. In case of students, this is a minimum of 18 months after their last registered class. In the case of teaching employees, it is 18 months after they last taught a course.

## 2.3 Electronic Identity Database

- 2.3.1. How is information in your electronic identity database acquired and updated? Are specific offices designated by your administration to perform this function? Are individuals allowed to update their own information on-line?

When students accept their offer of admission, the information is gathered from our application form, or from the Ontario Universities Application Centre.

To make any changes other than mailing address updates, students must contact the Office of the Registrar. Students are not permitted to update their information online with the exception of mailing addresses.

Employee information is only updated by the Human Resources department.

2.3.2. What information in this database is considered “public information” and would be provided to any interested party?

none

## 2.4 Uses of Your Electronic Identity Credential System

2.4.1. Please identify typical classes of applications for which your electronic identity credentials are used within your own organization.

Our electronic identity credentials are used for authenticating on Office365, workstations, and intranet applications.

## 2.5 Attribute Assertions

Attributes are the information data elements in an attribute assertion you might make to another Canadian Access Federation Participant concerning the identity of a person in your identity management system.

2.5.1. Please describe the reliability of your identity provider attribute assertions?

We use Active Directory Infrastructure.

Would you consider your attribute assertions to be reliable enough to:

a) control access to on-line information databases licensed to your organization?

Yes

No

b) be used to purchase goods or services for your organization?

Yes

No

c) enable access to personal information such as student record information?

Yes

No

## 2.6 Privacy Policy

Canadian Access Federation Participants must respect the legal and organizational privacy constraints on attribute information provided by other Participants and use it only for its intended purposes.

2.6.1. What restrictions do you place on the use of attribute information that you might provide to other Canadian Access Federation participants?

Restrictions placed on attribute information would be aligned with our institutional privacy policies.

2.6.2. What policies govern the use of attribute information that you might release to other Canadian Access Federation participants?

A policy will need to be developed to address potential attribute information exchange between Algoma University and CAF participants.

2.6.3. Please provide your privacy policy URL.

<https://my.algomau.ca/tools/documents/policies/Privacy/FIPPA.pdf>

### 3. Service Provider Information

Service Providers, who receive attribute assertions from another Participant, shall respect the other Participant's policies, rules, and standards regarding the protection and use of that data. Such information must be used only for the purposes for which it was provided.

Service Providers are trusted to ask for only the information necessary to make an appropriate access control decision, and to not misuse information provided to them by Identity Providers. Service Providers must describe the basis on which access to resources is managed and their practices with respect to attribute information they receive from other Participants.

#### 3.1 Attributes

3.1.1. What attribute information about an individual do you require in order to manage access to resources you make available to other Participants? Describe separately for each service application that you offer to CAF participants.

We are not a service provider – N/A

3.1.2. What use do you make of attribute information that you receive in addition to basic access control decisions?

We are not a service provider – N/A

3.1.3. Do you use attributes to provide a persistent user experience across multiple sessions?

We are not a service provider – N/A

3.1.4. Do you aggregate session access records or record specific information accessed based on attribute information.

We are not a service provider – N/A

3.1.5. Do you make attribute information available to other services you provide or to partner organizations?

We are not a service provider – N/A

#### 3.2 Technical Controls

3.2.1. What human and technical controls are in place on access to and use of attribute information that might refer to only one specific person (i.e., personally identifiable information)? For example, is this information encrypted for storage in your system?

Our Student Information System and Human Resources Information System do not encrypt data at the database level, but connections to these systems are encrypted and are limited to a small set of staff. At the network level, access to these systems is controlled by only allowing certain workstations to connect from a single subnet.

- 3.2.2. Describe the human and technical controls that are in place on the management of super-user and other privileged accounts that might have the authority to grant access to personally identifiable information?

Admin access is limited to a small set of individuals, and is audited. Passwords are regularly changed on a schedule.

- 3.2.3. If personally identifiable information is compromised, what actions do you take to notify potentially affected individuals?

We would make every effort to contact the affected individuals by any available contact method, such as email, phone, or mail.

## 4. Other Information

### 4.1 Technical Standards, Versions and Interoperability

- 4.1.1. Identify the SAML products you are using. If you are using the open source Internet2 Shibboleth products identify the release that you are using.

ADFS 3.0

- 4.1.2. What operating systems are the implementations on?

Windows Server 2012R2

- 4.1.3. What versions of the SAML protocol (1.1 or 2.0) do you support in your implementations.

SAML 1.1

**SAML 2.0**

### 4.2 Other Considerations

- 4.2.1. Are there any other considerations or information that you wish to make known to other Canadian Access Federation Participants with whom you might interoperate? For example, are there concerns about the use of clear text passwords or responsibilities in case of a security breach involving identity information you may have provided?