

Canadian Access Federation: Trust Assertion Document (TAD)

1. 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.

1.1 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.

1.2 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.

2. Canadian Access Federation Participant Information

2.1.1. Organization name: Capilano University

2.1.2. Information below is accurate as of this date: October 1, 2014

2.2 Identity Management and/or Privacy information

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

<http://www.capilanou.ca/privacy/>

2.3 Contact information

2.3.1. 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: Steve Gallagher

Title or role: Director, IT Architecture

Email address: steveg@capilanou.ca

Telephone: 604.990.7841

3. 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.).

3.1 Community

3.1.1. 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?

The University defines three groups of people who are eligible for electronic identity:

- Employees (faculty, staff and administrators)
- Students (applicants, enrolled students and alumni)
- Non-employees (consultants, contractors, external service providers)

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

Employees and Students

3.2 Electronic Identity Credentials

3.2.1. 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.

All identities are provisioned from information recorded in Banner, the University's ERP. Student information is overseen by the Registrar's Office. Employee information is overseen by Human Resources and Non-employee information is overseen by IT Services.

3.2.2. 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?

Authentication is provided directly through ActiveDirectory or through LDAP associated with ActiveDirectory. Users may only have one credential.

3.2.3. 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:

All authentication is secured by encryption either through ActiveDirectory protocols or via SSL. Any questions can be directed to Steve Gallagher, Director, IT Architecture, Capilano University

- 3.2.4. 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 presently have a single sign-on system in place. We expect to implement CAS in the near future.

- 3.2.5. 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?

All usernames are unique. A history of usernames associated with each person is maintained to ensure that they are not re-used.

3.3 Electronic Identity Database

- 3.3.1. 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?

The information used in the electronic identity is draw from information stored in Banner. Users may not change identity related information directly. Changes of this information must be made by the Registrar’s Office and Human Resources staff through Banner based on valid documentation. The username itself can only be changed by IT Services and is normally auto-generated from the name. Although the username can be changed, it must be based on elements of the person’s name by policy.

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

Position title, Department, Phone No. and email address, User full name.

3.4 Uses of Your Electronic Identity Credential System

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

Typical uses are:

- LMS (Moodle)
- Student Email (Office 365 via ADFS)
- Enterprise SharePoint (students and employees)
- Employee email (Exchange)
- Student Record System (Banner)
- VPN access (employees only)
- Argos reporting system
- Internal web and client/server applications
- CapU mobile app
- Workstation logins (student and employee)

3.5 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.

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

Very reliable.

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

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

Yes

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

Yes

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

Yes

3.6 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.

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

Other than username, first name, middle name and last name, no other attributes would be supplied without the person providing explicit permission (opt-in)

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

The primary document would be the Privacy Guidelines document and the Privacy Statement.

3.6.3. Please provide your privacy policy URL.

Privacy Statement: <http://www.capilanou.ca/privacy/>

Privacy Guidelines:

<http://www.capilanou.ca/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=40158&libID=40192>

4. 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.

4.1 Attributes

4.1.1. 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 would require username, first name, middle name, last name and preferably institution or eduPersonPrincipalName. At this time the only service application that would be available would be EduRoam.

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

Basic access control only. We need enough information to identify the user and home institution for security reasons.

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

Not at this time.

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

Not as it relates to CAF participants.

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

No information related to CAF participants would be made available to other services or partner organization.

4.2 Technical Controls

4.2.1. 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?

All attribute information exists only in Oracle databases or the ActiveDirectory directory itself. Access to this information is only accessible from either the source system (banner) or via DBA level access. Any backup of these sources is encrypted.

- 4.2.2. 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?

Super-user rights are only available to specific senior staff such as network administrators and database administrators who require this access to perform their work.

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

The affected users are contacted directly. The nature of the breach and the type of information exposed is disclosed as well as the time frame that the compromise occurred. The University may make recommendations to the affected users to mitigate the exposure if appropriate.

5. Other Information

5.1 Technical Standards, Versions and Interoperability

5.1.1. 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

5.1.2. What operating systems are the implementations on?

Windows Server 2008R2

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

SAML 2.0

5.2 Other Considerations

5.2.1. 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?

We expect that clear text password transmission does not occur. In the event of security breach at a CAF institution we would expect the provision of comparable information to that described in 4.2.3