

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: NSCAD University

2.1.2. Information below is accurate as of this date: November 26, 2018

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?

<https://navigator.nscad.ca/policies>

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: Computer Services

Title or role: Administrative office responsible for systems and technology

Email address: computer@nscad.ca

Telephone: (902)-444-7203 or general line 1-888-444-5989

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?

Electronic identities are for all approved users of NSCAD Information Technology Resources. This list primarily refers to employees, students, visiting academics and active alumni. Computer Services can authorize exceptions depending on the circumstances.

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?

Currently active 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.

The particular Office of Record, the Office of Student Experience for students or Human Resources for employees, enters a unique username into our ERP system. The system then completes the generation of credentials. Computer Services manually creates other identities not handled by the system.

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?

Only active directory credentials are used.

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:

Only authentications with encryption are used.

- 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 use primarily one authentication system, but do not use single sign-on.

- 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?

Primary electronic identifiers are unique.

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 Office of Record (see 3.2.1.) acquires and updates information in the electronic identity database. Users can update information such as addresses and phone numbers online. Password management and recovery are also online.

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

Email addresses and office phone numbers may be available to the public where employees perform a function requiring communication with the public. Employees may choose to provide additional information such as office location, title and other online contact information as part of their online profile options.

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.

NSCAD-issued credentials are used for community portal, computer access, email, ERP access, learning management systems, library journals and wireless access.

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?

Our identity provider attribute assertions are consistent with best practices in Canadian Higher Education.

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?

NSCAD complies with all related legislation of the Province of Nova Scotia, in particular the Freedom of Information and Protection of Privacy Act.

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

Organizational policies listed at <https://navigator.nscad.ca/policies>

3.6.3. Please provide your privacy policy URL.

<https://navigator.nscad.ca/privacy>

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.

Domain specific username and password required to authenticate participants.

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

None. We would not store or use information from other participants.

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

No

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

No

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

No

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?

Not applicable. We would not store or use information from other participants.

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?

Not applicable. We would not store or use information from other participants.

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

If we became aware of any compromised information, we would act according to organizational policy and Provincial legislation. We would attempt to notify users and their home organization as soon as possible.

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.

Not applicable.

5.1.2. What operating systems are the implementations on?

Not applicable.

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

Not applicable.

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?

Not applicable.