

## **Canadian Access Federation: Trust Assertion Document (TAD) for Service Providers**

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### **Purpose**

Identity attributes are characteristics of an identity -- such as a name, department, location, login ID, employee number, e-mail address, etc.

A fundamental requirement of Participants in the Canadian Access Federation (CAF) is that by their authority they send accurate identity attributes to other Participants to allow access to resources, 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 in this document.

### **Canadian Access Federation Requirement**

The CAF 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 makes 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 includes how supported identity attributes are defined and how attributes are consumed by services.

### **Publication**

Your responses to these questions must be submitted to CANARIE to be posted on the CANARIE website. You must maintain an up-to-date Trust Assertion Document.

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## 1. Participant Information

### 1.1 Organization Name: Terrace Public Library

### 1.2 Information below is accurate as of this date: 09/21/2023

### 1.3 Contact Information

1.3.1. Please list the office, role, department, or individual who can answer questions about the Participant's identity management system or resource access management policy or practice.

**Note:** This information should be for a department or office rather than an individual, in order to avoid responses going unanswered if personnel changes occur.

Department (or Contact Name): Michael Vendittelli

Email Address: [mvendi@terracelibrary.ca](mailto:mvendi@terracelibrary.ca)

Telephone: 250-638-8177

### 1.4 Identity Management and/or Privacy Information

1.4.1. What policies govern the use of attribute information that you might release to other CAF Participants? If policies are available online, please provide the URL.

When is personal information disclosed?

Terrace Public Library does not sell or rent personal information. Personal information is disclosed only in accordance with FOIPPA and the library's privacy policies

Examples of where personal information may be disclosed include:

when a patron explicitly consents to the disclosure;  
to a collection agency for the purpose of collecting a debt;  
for law enforcement purposes, such as where required by a subpoena, warrant or other order;  
where there are compelling health and safety concerns;  
to contact a person's next of kin in the case of an emergency while that person is visiting the library.

How is personal information kept secure?

Terrace Public Library uses reasonable security measures to protect against risks such as unauthorized access, collection, use, disclosure or disposal. Security measures include physical, technological and operational safeguards that are appropriate to the nature and format of the personal information. Terrace Public Library's security cannot protect information while it is in transit over the Internet. Information sent to Terrace Public Library in email messages is not secure.

1.4.2. Please provide your Privacy Policy URL, as well as information regarding any other policies that govern the use of attribute information that you might release to other CAF Participants.

<https://www.terracelibrary.ca/privacy.html>

## 2. Identity Provider Information (FIM and/or eduroam)

*Not applicable*

## **3. Service Provider Information (Federated Identity Management and/or eduroam)**

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? Describe each service that you offer to CAF Participants separately (one service per row).

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Service Name	Is this an R&S service?	Attributes Required	Rationale	Is information shared with others?
<b>eduroam</b>	N/A	<p><b>Standard RADIUS attribute set (Appendix A of the <a href="#">eduroam Compliance Statement</a>):</b></p> <ul style="list-style-type: none"> <li>• timestamp of authentication requests and corresponding responses</li> <li>• the outer EAP identity in the authentication request (User-Name attribute)</li> <li>• the inner EAP identity (actual user identifier)</li> <li>• the MAC address of the connecting client (Calling-Station-Id attribute)</li> <li>• type of authentication response (i.e. Accept or Reject).</li> </ul>	For authentication purposes	No
<b>Example</b> <b>{FIM Service 1}</b>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• <b>user identifier</b> (eduPersonPrincipalName + eduPersonTargetedID)</li> <li>• <b>person name</b> (givenName + sn)</li> <li>• <b>email address</b></li> <li>• <b>affiliation</b> (eduPersonScopedAffiliation)</li> </ul>	For authentication (user identifier, person name, email address) and authorization (affiliation) purposes	No
<b>{FIM Service 2}</b>	<input type="checkbox"/>			

**Notes:** The. If you are not implementing eduroam, please delete this row.

Additionally, an example of a [Research & Scholarship \(R&S\) Entity Category](#) FIM service and its associated attributes has been included. Please delete this example and enter your own data, as applicable. Add additional rows to the table, as required.

standard attributes for eduroam have been pre-filled to assist with completion

## 3.2 Technical Controls

Technical controls are a basis for controlling access to and usage of sensitive data and are expected to be applied across all services. If there are exceptions for a particular service(s), please describe these exceptions.

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- 3.2.1. Describe the human and technical controls in place for access to and use of attributes considered personally identifiable information.

Requesting account information requires photo ID. Otherwise, such information is not kept. Computer data wiped after each use, but patrons are not restricted in accessing the internet (and may fall prey to scams outside our control).

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

Using PassKey, the only people who have super-user access are those with access to that protected file.

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

Patrons are contacted when there is an error, but to my knowledge this has yet to occur in any serious manner.

## **3.3 Other Considerations**

- 3.3.1. Are there any other considerations or information that you wish to make known to other CAF Participants with whom you may interoperate?

We will make no efforts to restrict a patron's access to online information, even if that information is harmful or incorrect. The age of the patron, amongst other considerations, is irrelevant. Physical materials are curated to follow the library board standards.