

## 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: Concordia University

1.1.2. Information below is accurate as of this date: April 24, 2018

### 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?

<http://www.concordia.ca/about/policies.html>

### 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: Alex Aragona

Title or role: Director, Application Portfolio Management

Email address: [alex.aragona@concordia.ca](mailto:alex.aragona@concordia.ca)

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Name: Mike Babin

Title or role: Director, IT Infrastructure & Operations

Email address: [mike.babin@concordia.ca](mailto:mike.babin@concordia.ca)

Telephone: 514-848-2424 ext. 7648

## 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?

User IDs are provided to all Faculty, Staff & Students based on validated records created in our Students Information System or our HR Information System.

Temporary user IDs are provided to external contractors based on approval form their respective Concordia University management representative.

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?

Active Faculty, Staff and Students.

### 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.

The following departments

- The Office of the Registrar – students – Students are provided with an account once they apply to the university. Activation and access to services is then managed based on events throughout the student's career.
- Human Resources/Provost – faculty and staff – Faculty and Staff are on boarded and off-boarded through the HR system while role based access is managed through the faculty and hr system

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?

RADIUS + Microsoft Active Directory LDAP – 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:

N/A

- 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.

SSO is not used on campus.( SSO is used via portal or other LDAP authenticated platforms.) Portal application are used to simplify access to related applications however these will not be used to authenticate people for CAF Service.

- 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?

Primary electronic identifiers are unique for all time for all users with exception of guests. Guest identifiers are valid for a limited time (from 1 to 5 days) and are recovered by changing passwords. Students, Faculty and Staff are not authorized to use guest identities. Guest identifiers have no access to non-public systems and services.

## **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?

Student, faculty and staff are not able to update this information directly. For some applications (e.g. departmental printing) departmental administrators manage access rights via web application. Registrar's and HR's offices authorize changes. IT department implements. Individuals are indirectly able provoke password changes, email address changes, telephone number changes.

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

None for "any" interested party. Full names, email addresses and telephone numbers are available via the telephone directory with constraints as to the use of this information (listed on directory).

## 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.

Students: primarily for academic purposes (view grades, course schedules, register, email, library resources, access on-line teaching environments, etc.).

Faculty: grades submission, email, on-line teaching systems, etc.

Staff and faculty: typical administrative resources - financials, payroll, HR.

## 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?

High.

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

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

Yes

be used to purchase goods or services for your organization?

Yes

enable access to personal information such as student record information?

Yes

## 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?

As per Quebec legislation:

- Loi sur la protection des renseignements personnels dans le secteur privé, see <http://legisquebec.gouv.qc.ca/fr/ShowDoc/cs/P-39.1> ,
- Act respecting the protection of personal information in the private sector see : <http://legisquebec.gouv.qc.ca/en/ShowDoc/cs/P-39.1>

We cannot disclose any personally identifiable information, so only the minimum number of attributes required for management must be used (the same principle is used at Concordia), therefore only username, first and last names, email address and nothing else is used and can only be disclosed

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

Mainly Quebec legislation which supersedes Canadian legislation

- Loi sur la protection des renseignements personnels dans le secteur privé , see <http://legisquebec.gouv.qc.ca/fr/ShowDoc/cs/P-39.1> ,
- Act respecting the protection of personal information in the private sector see : <http://legisquebec.gouv.qc.ca/en/ShowDoc/cs/P-39.1> Please provide your privacy policy URL.

### 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.

N/A – Not implementing a Service Provider.

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

N/A – Not implementing a Service Provider.

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

N/A – Not implementing a Service Provider.

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

N/A – Not implementing a Service Provider.

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

N/A – Not implementing a Service Provider.

#### 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?

N/A – Not implementing a Service Provider.

- 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?

N/A – Not implementing a Service Provider.

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

N/A – Not implementing a Service Provider.

## **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.

Shibboleth V3.1.2

- 4.1.2. What operating systems are the implementations on?

Oracle Linux Server release 7.4

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

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?

Clear text password MUST NOT be used. Only password through a secure connection using SSL certificates MUST be used.