

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

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### 1. Canadian Access Federation Participant Information

1.1.1. Organization name: DOUGLAS COLLEGE

1.1.2. Information below is accurate as of this date: November 16, 2017

### 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://www.douglascollege.ca/-/media/C7E430BFFAD14ED8812A85EB7955A279.ashx>

### 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: JAIME MICHAEL

Title or role: NETWORK TECHNICIAN/SYSTEM ADMINISTRATOR

Email address: MICHAELJ@DOUGLASCOLLEGE.CA

Telephone: 604-527-5400

## 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?

Administrators, Staff, Faculty, Students, Contractors

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?

Administrators, Staff, Faculty, 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.

Student: Accounts created when student registers

Staff/Faculty/Administrators: Created when HR creates employee record created

Contractor: Manually created when requested by an Administrator

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?

User ID and Password stored in Active Directory

- 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:

Passwords are only sent over SSL 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.

No SSO for CAF Service Providers

- 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?

All login names are unique and generated by business rules. Name changes are handled by business rules to ensure all login names are unique.

## **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?

Only authorized personnel can update employee or student records. Users have the ability to reset their passwords.

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

Staff/faculty name, department, and phone number are considered public. No other information is public unless explicitly released by the user.

## 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.

Web applications, Wireless, VPN, Email, VDI, Desktop, File Access

## 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?

Registration Office and HR confirm student and employee information, respectively.

2.5.2. 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

## 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?

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

BC FIPPA legislation

Douglas College Information Security policy A42

2.6.3. Please provide your privacy policy URL.

<https://www.douglascollege.ca/-/media/C7E430BFFAD14ED8812A85EB7955A279.ashx>

### 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.

Wireless Internet Access

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

Network Access is logged

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

No

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

No

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

No

#### 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?

Access to log information is restricted to authorized personnel.

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?

Only Sys admins have access to the logs. All employees must comply with college policies.

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

Procedures and actions are outlined in the Douglas College Incident Response Guidelines as outlined at

<https://www.douglascollege.ca/-/media/41DDE268310A45EAAAD02198B2D35931.ashx>

## **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 2.0

4.1.2. What operating systems are the implementations on?

Windows server 2K8 R2

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?

No.