

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: [Ontario Online Learning Consortium](#)

2.1.2. Information below is accurate as of this date: [May 8th, 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?

[On the company's website \(eCampusOntario.ca\). The Privacy Policy can be accessed at the web address: https://www.ecampusontario.ca/privacy-policy/](#)

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: [Jamee Robinson](#)

Title or role: [Chief Financial Officer](#)

Email address: jrobinson@ecampusontario.ca

Telephone: [\(647\) 550-5270](tel:(647)550-5270)

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?

[Access is provided by 3rd party IT provider, and is granted only on the request of authorized personnel from eCampusOntario](#)

3.1.2. What subset of persons registered in your identity management system would you identify as a "Participant" in SAML (Security Assertion Markup Language) identity assertions to CAF Service Providers?

[All staff at eCampusOntario](#)

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.

[At eCampusOntario there are two people who are authorised to request for a new user account to be created. Those two people are Jamee Robinson and Peter Gacuk.](#)

[A request to create the new user is sent by eCampusOntario to 365IT Solutions. A ticket is then created, and the information of the requester is logged in to the ticket. Once the ticket is resolved and the new user account has been created, 365IT sends an email to the requester that it has been completed.](#)

3.2.2. What authentication technologies are used for your electronic identity credentials (e.g., Kerberos, user ID/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?

[3 different types of credentials:](#)

- [Microsoft Active Directory – Windows Users use to log into their computers](#)
- [Access to CloudSync: UserID/Password](#)
- [Access to Outlook: UserID/Password](#)

[Every month a list of active users are sent on an invoice by 365IT Solutions to eCampusOntario. When users are terminated, a termination notice is sent in. 365IT Solutions also logs failed login attempts.](#)

- 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:

[When an account is set up by 365IT, the information is shared with the person requesting it. Jamee Robinson and Peter Gacuk are contacts for all admin tasks.](#)

- 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.

[Not applicable.](#)

- 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?

[Username/passwords are always unique and 365IT creates new username passwords based on the users’ names. The passwords are never shared.](#)

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?

[365IT Solutions creates accounts for eCampusOntario. The information is based on a standard first initial + last name](#)

[365IT Solutions never has had to update the information, but if they ever do, a ticket would be created by Jamee Robinson or Peter Gacuk and it would be logged into the ticketing system .Jamee and Pete can designate the changes and 365IT Solutions makes the changes.](#)

[Username is viewable by admin but Passwords are encrypted. Users can not view their passwords](#)

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

[None](#)

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.

[Email – Productivity software](#)

[Quick Books – Accounting software](#)

[Office 365 – Productivity software](#)

[eFolder Anchor – File sync and share software](#)

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?

[We are using Microsoft Active Directory running on Windows Server 2016. It is fully monitored for uptime, accessible only by approved staff, firewalled, protected by antivirus, and backed up several times a day both locally and remotely.](#)

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?

[Unique Username/passwords](#)

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

[Privacy Policy](#)

- 3.6.3. Please provide your privacy policy URL.

<https://www.ecampusontario.ca/privacy-policy/>

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.

[Only internet access will be provided, no other internal resources. No information will be requested beyond the bare minimum that is required to implement CAF ID](#)

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

[No information will be stored except for logging purposes and this will be rotated on a regular basis](#)

- 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?

[eCampusOntario would not be storing anything outside of what Eduroam provides to us](#)

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?

[No personally identifiable information is collected from guests by eCampusOntario or 365IT Solutions.](#)

[Once guests connect to Eduroam, all information is encrypted and the traffic for Eduroam goes outside of our network.](#)

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

[None collected](#)

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.

[SAML 2.0](#)
[Shibboleth 3.2.1](#)

5.1.2. What operating systems are the implementations on?

[CentOS](#)

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

SAML 2.0