Checklists for Infrastructure Participants

This document provides simple checklists of actions for Infrastructure participants, to ensure compliance with the Top Level Infrastructure Policy. This document is meant as a helper and does not guarantee completeness.

1 Infrastructure Management

- Approve the HIFIS Top Level Policy
- Maintain a webserver with up-to-date policies (and templates for AUP and PP)
- Appoint the Data Controller (legal or natural person)
- Specify Infrastructure Security Contact (e.g. mailing list)
- Maintain registry of Privacy Policies for all services and for the Infrastructure itself
- Make sure all participant requirements are met
- Oversee and approve service onboarding process
- Approve VO registration and deregistration

2 Service Providers

- Specify Security Contact
- Provide Privacy Policy
- (optionally) Provide Service Acceptable Use Policy
- (optionally) Provide Service Access Policy:
  - supported / minimal level of assurance
  - additional attributes or entitlements besides the REFEDS R&S attribute bundle
- Cooperate with other participants in case of user misconduct

3 Identity Providers

- Specify Security Contact
- Support REFEDS RAF
- Support REFEDS R&S
- Cooperate with other participants in case of user misconduct
- Ensure that it can supply the attributes defined in the R&S Entity Category
- Ensure that it can supply additional attributes as required by a service's SAP
- Alert users of the AUPs in force in the Federation and commit them to compliance
- Inform users of the data to be transmitted to a Service Provider
- Make bilateral agreements with Service Providers for use of individual services, as necessary

4 Virtual Organisation Management

- Specify two or more VO Managers / Contacts
- Specify VO Security Contact
- Responsible for implementation of procedures on behalf of Virtual Organisation
- Define Acceptable Use Policy (template is provided)
- Define Privacy Policy (template is provided)
- Abide by the Virtual Organisation Membership Management Policy (VOMMP):
  - Manage user membership according to VOMMP

- Keep an appropriate audit trail regarding user management

5 SP-IdP Proxy

- Specify Security Contact
- Provide Privacy Policy
    - (Currently: https://login.helmholtz-data-federation.de/unitygw/VAADIN/files/data-privacy-statement.html)
- Support REFEDS RAF