

Hong Kong Access Federation (HKAF) Service Provider Management Standard

Version 1.0

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This work is based on the "GÉANT Data Protection Code of Conduct", available at https://www.geant.org/uri/Documents/GEANT_DP_CoC_ver1.0.pdf ©2012 Dante ©2013 GÉANT, ©2017 JUCC (Joint Universities Computer Centre Ltd.), used under a Creative Commons Attribution-ShareAlike license: <https://creativecommons.org/licenses/by-sa/3.0/>.

1. Document Control

1.1 Document Status

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1.2 Document History

Version Number	Revision Date	Summary of Changes	Authored By	Approved By
1.0	15-Jun-2017	Official release	AFWG	JUCC Steering Committee

2. Definitions and Terminology

Section 2 - 'Definitions and Terminology' of the latest HKAF Federation Policy published on the HKAF website at <https://www.hkaf.edu.hk/federation-policy> applies to this document.

The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT", "SHOULD", "SHOULD NOT", "RECOMMENDED", "MAY", and "OPTIONAL" in this document are to be interpreted as described in RFC 2119, see <http://tools.ietf.org/html/rfc2119>.

3. Introduction

The HKAF Federation Policy requires that, when acting as a Service Provider Organization, Federation Member MUST ensure that the deployment of each of its Service Providers complies with all the rules defined in this HKAF Service Provider Management Standard.

4. Rules for Service Provider

- a. **[Responsibility of authorization]** The Service Provider Organization acknowledges that it is responsible for management of Authorization to the services and resources of its Service Providers for the End Users, and that JUCC, the Federation Operator and the Home Organizations will have no liability in respect thereof.
- b. **[Data protection]** The Service Provider Organization SHALL comply with all the attribute processing principles defined in the HKAF Data Protection Profile on each of its Service Providers.
- c. **[Information duty towards End User]** The Service Provider Organization SHALL provide to the End User, at least at first contact, in an easily, directly and permanently accessible way a Privacy Policy, containing at least the following information:
 - the name and address of the Service Provider Organization;
 - the purpose or purposes of the processing of the Attributes;
 - a description of the Attributes being processed;
 - the third party recipients or categories of third party recipient to whom the Attributes might be disclosed;
 - the existence of the rights to access, rectify and delete the Attributes held about the End User;
 - the retention period of the Attributes;
- d. **[Security Breaches]** The Service Provider Organization SHALL, without undue delay, report all suspected privacy or security breaches (including unauthorized disclosure or compromise, actual or possible loss of data, documents or any device, etc.) concerning the Attributes to the Home Organization(s) or its Agent(s).
- e. **[Precedence]** The Service Provider Organization SHALL comply with the stipulation that, in the event of conflict between a provision contained in this Standard and a provision of the agreement concluded between the Service Provider Organization and the Home Organization, the provision of the agreement concluded between the Service Provider Organization and the Home Organization takes precedence over the provision of this Standard.

5. Amendment

The HKAF Federation Operator has the right to amend the HKAF Service Provider Management Standard from time to time. Any such amendments need to be approved by the HKAF Steering Committee and will become binding upon the HKAF Federation Members at the time provided in the amendment.

The HKAF Federation Operator will make the latest version of the HKAF Service Provider Management Standard available on the HKAF website at <https://www.hkaf.edu.hk/sp-management-standard>. The HKAF Federation Operator will also communicate changes to the HKAF Service Provider Management Standard to all HKAF Federation Members with reasonable advance notice.