

Certum Time-Stamping Authority Policy

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Introduction

Certification Policy specifies general rules used by Time-Stamping Authority during issuing tokens containing singed time-stamp. This documents defines participants of this process, specifies their responsibilities, rights and applicability range. Detailed description of these rules is presented in a **Certification Practice Statement**¹. The structure and content of this Policy is compatible with ETSI². This time-stamping policy addresses *Certum EV TSA SHA2* via internet service:

http://time.certum.pl

Time-Stamps issued in accordance with this policy may be used, in particular, to protect long-term electronic signature³, executable code and transactions made in the global network. Additional information and service help is available at: info@certum.pl.

1.Scope

Present document may be used by relaying parties and the subscribers of certification authority affiliated by Asseco Data Systems S.A. as a base for confirming reliability of services, which are the subject of this document. Time-Stamping Authority Policy is based on public key cryptography, trusted time sources and X.509 certificates.

2. References

Documents containing any information about TSA, procedures, directives, law regulations are placed in footnotes to this policy. Some additional footnotes to the professional literature are placed in the CPS, Chapter *Literature*.

3. Definitions and abbreviations

3.1. Definitions

Time-stamp token – data object used in a process of electronic signature creation, containing information which has been transformed with cryptographic techniques. This token is signed by TSA and is a proof that data object existed before the date placed in this token.

Time-stamping authority – trusted system issuing and managing trusted time-stamps tokens.

Explanations of the others definitions are described in **CPS**, Appendix: *Glossary*.

¹ Current **Certification Practice Statement** is available at: https://www.certum.pl/CPS

² ETSI TS 102 023 V1.1.1 (2002-04), Policy requirements for time-stamping authorities.

³ IETF RFC 3126, Electronic Signature Formats for long term electronic signatures, September 2001

3.2. Abbreviations

TSA Time-Stamping Authority
TSS Time-Stamping Service
TST Time Stamping Token

UTC Universal Co-ordinated Time (formerly GMT)

PKI Public Key Infrastructure

Other abbreviations are described in Certum CPS.

4. General concepts

4.1. Time-Stamping Service (TSS)

Data communication infrastructure of Asseco Data Systems S.A. issuing and managing time-stamping tokens consists of two basic components:

- Technical component which issues time-stamping tokens,
- System logistics managing, monitoring and supervising the issuance of timestamping tokens.

System logistics assures among others direct access to the reliable UTC time source and proper management of the system program components.

4.2. Time-stamping Authority (TSA)

Data communication infrastructure, which Chapter 4.1 of this document is referring to, which possess trust of Asseco Data Systems S.A. CERTUM customers and relying parties connected with above certification authority. The name of Time-Stamping Authority is: Certum EV TSA SHA2.

4.3. Subscribers

The subscribers may be subjects described in Certification Practice Statement, Chapter 3 *Identification and authentication*, as well as other subjects, especially non-profit organisations.

4.4. General Provision and TSA Policy

This policy is the part of Certification Practice Statement, which regulates operation of Asseco Data Systems S.A. CERTUM and associated non-repudiation services.

Time-Stamping Authority issues tokens to every interested party without any technical limits. General rule governing the issuance of the tokens is not to charge fees from private persons and non-profit organisations. Regulations describing charging fees from others subjects are described in pricelist, presented on WWW page at:

http://www.certum.pl/repsitory

4.4.1. Purpose

This documents is available to public. Distribution of this document is limited with restrictions described in Certification Practice Statement, Chapter 2.9 *Intellectual Property Right*.

Personnel management, personnel selection and physical security are also described in **CPS**.

4.4.2. Level of specificity

This document describes only general rules of issuing and managing the time-stamp tokens. Detailed description of the system is described in additional documents which in general are non-public. Non-public documents, together with reports, results of the equipment review and results of inner audits are composing documentation set, available solely to authorised personnel and the *WebTrust*⁺ auditor. Specification of significant documents being the part of auditor documentation, is presented in Table 1.

No	Document's name	Status	availability
1.	Certification Practice Statement	public	https://www.certum.pl/CPS
2.	Personnel book, range of duties and responsibilities	Non-public	Locally – only entitled persons and auditors
3.	Registration authority book	Non-public	Locally – only entitled persons and auditors
4.	Technical infrastructure book	Non-public	Locally – only entitled persons and auditors
5.	Business continuity plan	Non-public	Locally – only entitled persons and auditors

Table 1 Important documents connected with TSA policy.

4.4.3. Approach

This policy has been worked out in general level, and does not describe any technical details according to the data communication system, structure of the organisation, operating procedures or technical protection. This policy does not define the environment in which the time-stamp token system is functioning. Technical and operating details are included in CPS and additional documents, mentioned above.

5. Time-stamp policy

5.1. Overview

This policy is a set of rules used during issuing and managing time-stamp tokens and regulating security level for TSA. General rules are placed in Chapter 4.4 *Time-stamp policy and TSA* of this document.

TST are issued with an accuracy of 1 second or higher.

⁴ WebTrust Principles and Criteria for Certification Authorities can be found on the website: http://www.webtrust.org

Profile of a public key certificate, which is used by Time-Stamping Authority complies with IETF⁵ recommendation. Extensions of certificate issued by superior certification authority **Certum Trusted Network CA** are described in Certification Practice Statement, Chapter 7.1.2.6 *Cross-certification and non-repudiation certificates.* Profile of basic field of certificate of TSA is described in Table 2.

Field's name	Value or value limit		
Version	Version 3		
Serial Number	Unique value for all certificate issued by certification authorities within Unizeto CERTUM		
Signature Algorithm	sha256WithRSAEncryption (OID: 1.2.840.113549.1.1.11)		
Issuer (Distinguished Name)	Common Name (CN) =	Certum EV TSA SHA2	
	Organization (O) =	Unizeto Technologies S.A.	
	Country (C) =	PL	
Not before (validity period beginning date)	Universal Time Coordinated based. Unizeto CERTUM owns satellite clock controlled by Atomic Frequency Standard. Unizeto CERTUM clock is known as valid world Stratum I service		
Not after (validity period ending date)	Universal Time Coordinated based. Unizeto CERTUM owns satellite clock controlled by Atomic Frequency Standard. Unizeto CERTUM clock is known as valid world Stratum I service		
Subject (Distinguished Name)	Distinguished names comply with t	he X.501 requirements.	
Subject Public Key Info	Encoded in accordance with RFC 2459, contains information about RSA public keys. Key size is 2048 bits		
Signature	Certificate signature, generated and encoded in accordance with the requirements described in RFC 2459.		

Tab.2 Profile of basic certificate fields

Time-stamp Authority, providing the services within the Asseco Data Systems S.A. CERTUM infrastructure issues time-stamp tokens according to ETSI⁶ recommendation. Every time-stamp token includes identifier of authority policy⁷, described in Chapter 5.2 *Identification of TSA policy* of this policy.

5.2. Identification of TSA

Information (identifier) of the policy, governing the issuance and management of time-stamp tokens is defined in Table. 3.

Tab.3 TSA policy identifier

policy identifier	Certification policy name
iso(1) member-body(2) pl(616) organisation(1) id-	Certum Time-Stamping Authority Identifies Time-Stamping Authority policy, providing services within Certum CA.

Identifier of authority policy of TSA, providing services within Asseco Data Systems S.A. CERTUM public key infrastructure is included in every time-stamp token. This policy is available

⁵ IETF RFC 3161, Internet X.509 Public Key Infrastructure Time-Stamp Protocol (TSP), August 2001

⁶ ETSI TS 101 861,Time stamping profile, August 2001

Not applicable for customers using Microsoft Authenticode time-stamp tokens

to relaying party and Asseco Data Systems S.A. CERTUM customers in accordance to the rules described in Chapter 4.4.2 *Level of specificity* of this document.

5.3. Time-stamp applicability

This document does not defines any limits in applicability of TST, issued in accordance to this policy. Time-stamping authority can provide public services in time-stamping of: electronic transaction, forms, archived data, system registers, electronic signature described in the IETF³ document, etc. TSA can also provide services for the closed corporation systems. *Certum EV TSA SHA2* issues time-stamp tokens for Microsoft Authenticode technology, as countersignature.

5.4. Conformance

Issued TST include identifiers described in Chapter 5.2 *Identification of TSA* of this document. TSA supports only the requests which include tokens of this policy or does not include any token. In case of a notarisation of electronic transactions it is permitted to support cryptographic hash function service⁸ as a request of TST.

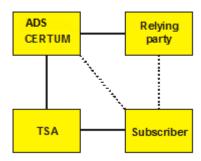
TSA authority ensures compliance of provided services with regulations specified in Chapter 6.1 *TSA obligations* of this document and ensures reliability of control mechanism described in Chapter 7 *Requirements on TSA practice* of this policy.

6. Obligations and liability

6.1. TSA obligations

6.1.1. General.

This chapter includes all the obligations, liabilities, guarantees and responsibilities of TSA, its subscribers and TST users (relying parties). This obligation and responsibilities are regulated by mutual agreements signed between parties as shown (Picture 1).



⁸ NIST FIPS PUB 180-1, Secure Hash Standard, April 17, 1995

Pic. 1 Contracts signed between parties.

Asseco Data Systems S.A. CERTUM agreements (including Certum TSA agreements) with the relaying parties and subscribers describes mutual obligations and responsibilities including Asseco Data Systems S.A. financial responsibilities.

Certificate Practice Statement and TSA Certification Policy are the integral parts of the agreements signed between Asseco Data Systems S.A. CERTUM and the subscribers, relying parties and others subjects who are suppliers of public key infrastructure services incl. TST.

Asseco Data Systems S.A. guarantees, that all the requirements of TSA Authority, incl. procedures, practices related to issuance of a tokens, review of system and security audit are in accordance with regulations described in Chapter 7 Requirements on TSA practices of this policy.

TSA acts in accordance with the above procedures. No exclusions of these regulations are allowed. Additional obligations of the authority, subscribers and relying parties are described in Certification Practice Statement, Chapter 2.1 *Obligations*.

6.1.2. TSA obligations towards subscribers.

Asseco Data Systems S.A. guarantees permanent access to Certum TSA services, due to the course 24/7/365 excluding scheduled technical breaks, disclosed in separate documents, concerning equipment and system conservation. UTC time, which is being placed in TST ensures an accuracy of ± 100 ms. Service guarantees proficiency and accuracy with many simultaneous connections (e.g. over 2000 customers) the accuracy can be changed to ± 200 ms. In a case of service heavy loading this accuracy may vary.

Moreover, Asseco Data Systems S.A. guarantees that:

- its commercial activity provided on the basis of reliable equipment and software creating the system, which comply with requirements described in CWA⁹,
- its activity and services provided are legal, in particular they does not violate intellectual property, license and other related rights,
- services provided are conforming with generally accepted norms described in Chapter 5.1 *Overview* of this policy,
- issued token does not contain any false data or mistakes

Additional information defining Asseco Data Systems S.A. CERTUM obligations are described in Certification Practice Statement, Chapter 2.1.1 Asseco Data Systems S.A. CERTUM and registration authority obligations.

6.2. Subscribers obligations

Subscriber retrieving TST, should verified electronic signature of the Authority and check CRL, for TSA certificate revocation. Current CRL is available on the website http://crl.certum.pl/ctnca.crl. TSA identifier verification can be made also with OCSP service usage on the website http://ocsp.certum.pl. Additional subscribers obligations are described in Certification Practice Statement, Chapter 2.1.3 End Subscriber Obligations.

⁹ CWA 14167-1 Security Requirements for Trustworthy Systems Managing Certificates for Electronic Signatures - Part 1: System Security Requirements

6.3. Relying party obligations

General obligation of the relying party is verification of TST signature. Relying party should check validity of authority certificate, and its validity period. In case of a verification of the time-stamps, after expiry of the validity of the certificate of TSA the relying parts should:

- verify if TSA identifier have not been placed on CRL,
- verify if cryptographic hash function used in a token is still secure,
- ensure if size of cryptographic key of TSA and incorporated algorithm is still regarded as a safe,

This policy does not specify any limits according to usage of tokens, except the general agreement conditions, (see Attachment 1). Other requirements towards relying parties are described in Certification Practice Statement, Chapter 2.1.4. Relying party obligations.

6.4. Financial liability

The liability of Certum TSA and relying parties connected with the services is the result of routine activity of this subject or the thirds parties. The responsibility of every subject is specified in mutual agreement or is a results of compound statement of will. Liability cap for TSA is presented in Table. 3.

	Subject type	
Policy name	Private person	Commercial client
Certum Time-Stamping Authority (OID: 1.2.616.1.113527.25 1 11)	20 000 zl*	20 000 zł*

Tab.3 Maximum financial responsibility

The others liabilities and regulations of their provision are described in Certification Practice Statement, Chapter 2.3 *Financial Liability*. Time-stamping with MS Authenticode is absolutely free (no agreement is required either) for private, commercial and non-commercial customers.

7.TSA Requirements

TSA implemented controls, allowing provision of non-repudiation services in accordance with the regulations of this policy. To supervise efficient operation of time-stamping systems, and to account users and the personnel of their activities, all the events in the system are registered.

It is required that every side, related in any way with the procedures of time-stamping should record the information and manage adequately to performed duties. The records of registered information create the event journal and should be save in a manner allowing access of affected parties to proper and appropriate information, required in specific moment, accompaniment in dispute resolving and detection of security of data communication system

^{* -} from the subscribers, who does not signed the agreements with Time-Stamping Authority, Asseco Data Systems S.A. will demand high compensation in a civil process. Above requirements are not applicable for Microsoft Authenticode clients.

violation. Recorded events are subjected to backup creation. The copies are stored outside Asseco Data Systems S.A. seat. The type of registered events is described in Certification Practice Statement, Chapter 4.10.1 *Types of events recorded*.

7.1. Practice and Disclosure Statements

7.1.1. TSA Practice statement

Procedures, control mechanisms and technical infrastructure described in Chapter 6, Obligations and liability of this document are the basis of TSA functioning. Other controls are described in CPS, particularly in Chapter 6.6.1, System Development Controls and Chapter 6.6.3, Life Cycle Security Ratings.

Vulnerability assessment, relating in the security procedures is described in CPS, Chapter 6.5.1 Specific Computer Security Technical Requirements.

TSA policy is a part of CPS, which together with associated internal documents regulates the rules of time-stamping service operation.

CPS regulates the obligations of external subjects related to the time-stamp issuance system. CPS and TSA policy are the documents available to public in accordance with the regulations described in CPS, Chapter 2.9 *Intellectual Property Rights*.

Regulation and procedure creation, their modification and long-term business plans creation is supervised by the PKI Service Development Team. Representatives of the Management, PKI consultants, system engineers and lawyers are part of above Team. Contact with the Team was defined in CPS, Chapter 1.5 *Contact*.

Accordance of TSA operation with applicable practice is regulated by resolutions of CPS, Chapter 2.7. *Audit.* Regulation of changes in CPS and in this policy is described in CPS, Chapter 8.1. *Changes introduction procedure*, whereas the process of acceptance of changes is described in CPS, Chapter 8.3. *CPS Approval Procedures*.

7.1.2. TSA Policy Disclosure

CPS and TSA policy are the documents available to public as described in Chapter 7.1.1 *TSA Practice statement* of this document.

The contact information related the content of this document is regulated with resolutions of CPS, Chapter 1.5 *Contact*. Every TST issued by Certum TSA include policy identifier, defined in Chapter 5.2 *Identification* of this document. Cryptographic hush functions, used in a time-stamping process are in accordance with normative requirements of NIST⁸. Validity period of time-stamp token is 10 years since the moment of expiry of validity period of the authority certificate, provided that the situations described in Chapter 6.3 *Relying party obligation* of this document would not occur. Accuracy of the time, which is provided in a TST is regulated in Chapter 6.1.2 *TSA obligations towards subscribers* of this policy.

Limitations related with TSA system have been defined in Chapter 5.3 *Time-stamp applicability* of this policy. Subscribers' obligations are described in Chapter 6.2 while the relying party obligations in Chapter 6.3 of this policy. TST verification should be performed with the usage of the software defined in CPS, Chapter 1.4.2 *Recommended Applications*. Event journal are subjected to archive by the period of time defined in CPS, Chapter 4.11.3 *Archive retention period*. Certum TSA is currently subjected to the Polish law regulations. Liabilities are defined in Chapter 6.4 *Financial obligations* of this policy.

Complaints, suggestions and notices regarding Certum TSA operation should be forwarded to the board defined in CPS, Chapter 1.5 *Contact*. Regulations concerning backup copies are disclosed in CPS, Chapter 4.11 *Records archival*. Certum TSA possesses emergency facility in case of disaster as well as procedures regulating recovery of the system. Current version of TSA policy is published on the website:

http://www.certum.pl/repository

7.2. Key management life cycle

7.2.1. TSA key generation

TSA keys are generated within hardware security module complying with NIST FIPS 140-1 level 3, by trusted personnel with defined, trusted roles. The description of the requirements of the personnel selection is described in CPS, Chapter 5.3 *Personnel controls*. The environment of TSA keys generation complies with recommendations for the trusted operations systems¹⁰ and fulfils EALA¹¹ requirements. TSA key algorithm is described in Chapter 5.1 *Overview* of this policy.

7.2.2. TSA private key protection

The procedures for TSA key recovery in case of a disaster, failure of the system or system conservation are described in separate documents being a part of Asseco Data Systems S.A. CERTUM documentation and verified periodically by the auditor. The circumstances accompanying TSA key generation as well as suitable procedures are described in CPS, Chapter 6.2. *Private Key Protection*. The security level of the environment and the hardware security module are described in Chapter 7.2.1 *TSA key generation* of this policy.

7.2.3. TSA Public key distribution

TSA certificates, together with corresponding public keys are published within the software, including internet browsers. Additionally these keys are published on the website, at http://www.certum.pl. Public keys of TSA are signed by superior authority **Certum CA**. Additional information concerning publication of the certificates of public keys are described in CPS, Chapter 6.1.4 *Certification authority public key delivery to relying parties*.

7.2.4. TSA Rekey

TSA rekey procedure is executed upon expiry of validity period of certificate of TSA. Expired keys are archived for the period of 5 years. After this time the keys are destroyed. TSA public key is stored for additional 20 years to allow verification of time-stamps issued in the past. Key archive is described in CPS, Chapter 6.2.5 *Private Key Archival*.

7.2.5. TSA Key Destruction

Procedures for destruction of the TSA keys are described in CPS, Chapter 6.2.9 *Method of Destroying Private Key*. Additional information are available in Chapter 7.2.4 *TSA Rekey* of this policy. Time-stamp token issuance system, operating within Asseco Data Systems S.A. CERTUM will reject any request related with the attempts to use expired key.

¹⁰ http://www.nsa.gov

¹¹ ISO 15408

7.2.6. Hardware Security Module Management

Hardware security modules, intended for non-repudiation services, including time-stamping, are delivered by their manufacturer directly to the seat of Asseco Data Systems S.A. CERTUM, with the usage of trusted delivery agents. Immediately upon the delivery manufacturer security seals of the on the package are inspected. The module is subsequently transferred to the unit of Asseco Data Systems S.A. CERTUM, responsible for management of the PKI systems within the Asseco Data Systems S.A., where the next verification of the manufacturer seals is performed. Basic tests of the unit are executed. The module is stored in a safe-deposit box only accessible by two authorized person. Every above operation should be recorded.

Installation and initiation of the HSM is performed by trusted personnel, in the presence of witnesses. Service functionality tests on the basis of new module are performed in the next step. In a case of removal of the module from usage or transfer of the module for the service, keys from the module are erased and destroyed according to manufacturer's recommendations. Asseco Data Systems S.A. CERTUM has separates procedures, regulating the rules of hardware security module handling. These procedures are not available to public but are the part of documentation verified by the auditor.

7.3. Time-stamping

7.3.1. Time-stamping token

Every TST issued by Certum TSA, shall include a unique identifier of the policy, described in Chapter 5.2 *Identification* of this policy. TST issued by Certum TSA include date and time value time traceable to the real UTC time value, the basic clock is provided by ntp.certum.pl (satellite receiver and atomic standard of second PPS). TSA owns auxiliary clocks in a case of failure of the satellite clock. Accuracy of the time used in TST is defined in Chapter 6.1.2 *Obligations towards subscribers* of this policy. It is not necessary to provide this information within the time-stamp token.

In case of malfunction or decalibration of primary clock, TSA system retrieves the time from auxiliary clock. If the auxiliary clock also decalibrates, rendering impossible the submission of time in accordance with Chapter 6.1.2 *Obligations towards subscribers* of this policy, time-stamp token cannot be issued.

TST are issued on the basis of the data delivered by the subjects requesting TSQ. TSR tokens in the response (time-stamp) include data submitted in the TSQ token. Cryptographic hush function described in NIST⁸ standard might also be the request of the TST. TST are signed with the key, which certificate has a profile and extensions described in Chapter 5.1 *Overview* of this policy. TST have the identifier unambiguously binding them with **Certum EV TSA SHA2**. They comply with the requirements of ETSI § 7.3.1h) "Time-stamp token".

7.3.2. Clock Synchronisation with UTC

Certum TSA clock incorporates the time in the TST with the accuracy described in Chapter 6.1.2 *TSA obligations towards subscribers* of this policy. Clock calibration is activated automatically upon discovery of a difference between the universal UTC time and the basic clock higher than ±100 ns. Asseco Data Systems S.A. owns security controls preventing unauthorized operation, aimed at decalibration of the clock out of order, any manipulation or physical damage to the clock.

Asseco Data Systems S.A. incorporates controls which allow detection of any difference between the clock time and the time included in TST. Time calculation complies with BIPM¹² and NTP¹³ recommendation.

7.4. TSA management and operation

7.4.1. Security management

All the subjects related to security management are described in CPS, Chapter 5.2 Organizational security controls.

7.4.2. Risk Assessment

The description of methods and measures undertaken for affirmation of continuity and stability of Certum TSA system operation is described in CPS, Chapter 5.1.1 Assect Data Systems S.A. CERTUM physical security controls.

7.4.3. Personnel security

Characteristic of personnel, as well as the trusted roles they perform is described in CPS, Chapter 5.3 *Personnel Controls*.

7.4.4. Physical and environmental security

The description of physical and environmental security is described in CPS, Chapter 5 *Physical, organizational and personnel security controls.* This security controls comply with ISO¹⁴ normative requirements.

7.4.5. Operations management

Certum TSA system possesses the procedural security, according to the WebTrust⁴ and ETSI³ requirements. These documents are mainly the internal company documentation, disclosed periodically to the auditor.

7.4.6. System access management

The problems of access supervision have been described in CPS, Chapter 5.1.1.2 *Physical access*.

7.4.7. Trusted Environment

The generation of the keys in Certum TSA is always performed in trusted environment described in Chapter 7.2.1 *TSA Key generation* of this document. The system complies with the requirements of EAIA11. Every changes in the system are monitored and recorded in the event journal.

¹² Bureau International des Poids et Mesures, http://www.bipm.org

¹³ Network Time Protocol, http://www.ntp.org

¹⁴ ISO/IEC 17799

7.4.8. TSA Key Revelation

In a case of the Certum TSA keys revelation, controls described in CPS, Chapter 4.13 Key security violation and disaster recovery should be executed.

7.4.9. TSA termination

In a case of TSA activity termination the controls described in CPS 4.14 *Certification authority termination or service transition* should be executed.

7.4.10. Compliance with legal requirements

Certum TSA system is acting according to the Polish law regulations and other normative requirements defined in Chapter 7.4.10 *Compliance with Legal Requirements* of the ETSI document.

7.4.11. TSA Event Journal

Certum TSA system incorporates event journal mechanisms allowing to recording of every events accompanying TST issuance. These controls are described in CPS, Chapter 4.10 *Events recording and audit procedures*.

7.5. Organisational Scheme

Certum TSA is a part of Asseco Data Systems S.A. The organization is incorporated in the area of Republic of Poland. NIP (Tax Identification Number): 517-35-94-58, address Podolska Street 21, 81-321 Gdynia, Poland. E-mail: info@certum.pl.

Document History

Document change history		
V 1.0	05th September, 2002	First version of the policy.
V 1.1	26 th November, 2002	Added information about time-stamp tokens in Microsoft Authenticode format. New standard of second is described in current document. Other minor changes are applied.
V 1.2		Changes for compliance with Certification Practice Statement. Change to the company legal form and name (Unizeto Sp. Z o.o. changed to Unizeto Technologies S.A.)
V 1.3	11 th July, 2013	CERTUM logo update
V .1.4		Transfer of ownership of Unizeto Technologies S.A. Asseco Data System S.A. Adding the information on obligation to maintain certification certificate issued by Unizeto Technologies S.A. Asseco Data System S.A
V 1.5	22 th August 2016	Added information about new time-stamping authority Certum EV TSA SHA2
V 1.6	01 th August 2017	Change of Asseco Data Systems S.A. address.