



DIGITAL IDENTITY LIFECYCLE

Approval
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About the document

Edited by: <i>O.U. Technology Systems and Infrastructure</i>	Target audience: <i>Users of the University of Parma</i>	Filing of the document: <i>www.unipr.it/regolamento-security-EN</i>
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1. Purpose of document

The purpose of this document is to define a University digital identity management policy for the correct and secure use of all the technological and application services provided by the University (electronic mail, workstations, wifi, vpn, web services, etc.), provided to the following categories of users:

- a) Lecturers (Full Professors, Associate Professors, Researchers, Emeritus Professors, Honorary Professors);
- b) Technical Administrative Staff;
- c) PhD students;
- d) Research fellows;
- e) Research assistants;
- f) Residents;
- g) Students (students regularly enrolled in institutional study courses. Including: Erasmus students, students enrolled on inter-university courses);
- h) Collaborators with whom there is a formalised employment or collaboration relationship with
- i) any fixed-term title.

2. Scope of application

The policy described in this document applies to users of the University of Parma (e.g. students, lecturers, technical-administrative staff, external parties).

3. Definitions

Digital identity:

A digital identity is set of digital resources uniquely associated with a natural person that identifies him or her, representing his or her will, during his or her digital activities. A digital identity is usually presented to access a computer or information system or to sign digital documents. In a broader sense, it is the set of information present online and relating to a subject.

The Digital Identity is the set of data and information, or attributes, that define the holder and constitute the virtual representation of the real identity that can be used during electronic interactions with persons or computer systems.

In practice Digital Identity is a unique key for access to all public services and those of private companies that wish to use this widespread recognition system.

Account:

This is the set of identification data of a user, allowing him access to a telematic service.

The account is a set of aggregated information that is stored in a directory, i.e. a technological service that allows all this information about the subject to be managed and stored

Examples of accounts are e-mail accounts, Active Directory in the Microsoft world (user) and LDAP accounts (person)

Credentials:

This is the username and password information pair

4. Life Cycle Digital Identity and Services IT

4.1. Digital identity

identity is instantiated by various business logic processes (single point of registration, registrations, new hires, etc.).

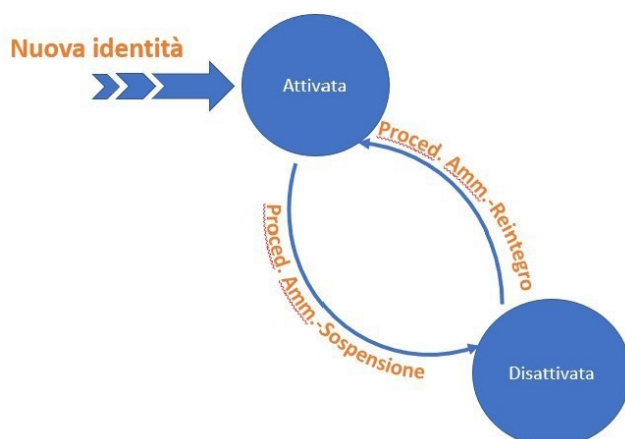
The life cycle the digital identity includes the following states:

1. **Activated:** This is the default, ordinary state. The identity assumes this state when the identity is created for the first time or is re-activated as a result of an administrative reinstatement process
2. **Deactivated:** the identity assumes this status in the face of an administrative procedure of suspension. The change of status is activated manually, using the appropriate procedure.

Identity is never destroyed, not even logically. When the individual ceases to have a role, a collaboration of any kind with the University, his or her identity remains activated to allow access to a minimum set of services permitted by law (e.g. student career)

However, all technological services associated with the role are disabled when the role lapses.

Diagram of digital identity state transitions.





1.1. IT Services

Possession of a University Digital Identity is a prerequisite for access to individual IT services. Access to individual services is indicated by the owner of the service (the person primarily responsible for its provision) and may be established by a specific regulation governing it or, in its absence, by an internal organisational regulation.

Below are tables specifying the activation and deactivation of the various services.

1.1.1. Technology Services

Activation: it is concomitant taking up employment, enrolment and start of the relationship.

Deactivation: the following table shows the period of deactivation of services by category of user following the end of the employment relationship with the university, the attainment of a degree, the end of the period of a research grant or specialisation school or the end of the collaboration relationship.

Service/user category	Teachers	PTA	Doctoral Students	Research fellows Postgraduate students	Erasmus and Inter Ate- neo	Collaborato rs
WIFI	Immediate	Immediate	Immediate	Immediate	Immediate	Immediate
Wired network access (802.1X)	Immediate	Immediate	Immediate	Immediate	Immediate	Immediate
Office 365 (excluding out-look)	after 12 months	Immediate	after 36 months	Immediate	Immediate	Immediate
Collaboration (Share Point, One Drive, Planner, etc.).	after 12 months	Immediate	after 36 months	Immediate	Immediate	Immediate
MS Teams and vi- de- conferencing	after 12 months	Immediate	Immediate	Immediate	Immediate	Immediate
IP Telephony Services	Immediate	Immediate	Immediate	Immediate	Immediate	Immediate
Scientific Calculus	Immediate	Immediate	Immediate	Immediate	Immediate	Immediate
File Server (Shared Folders)	Immediate	Immediate	Immediate	Immediate	Immediate	Immediate
VPN Access	Immediate	Immediate	Immediate	Immediate	Immediate	Immediate



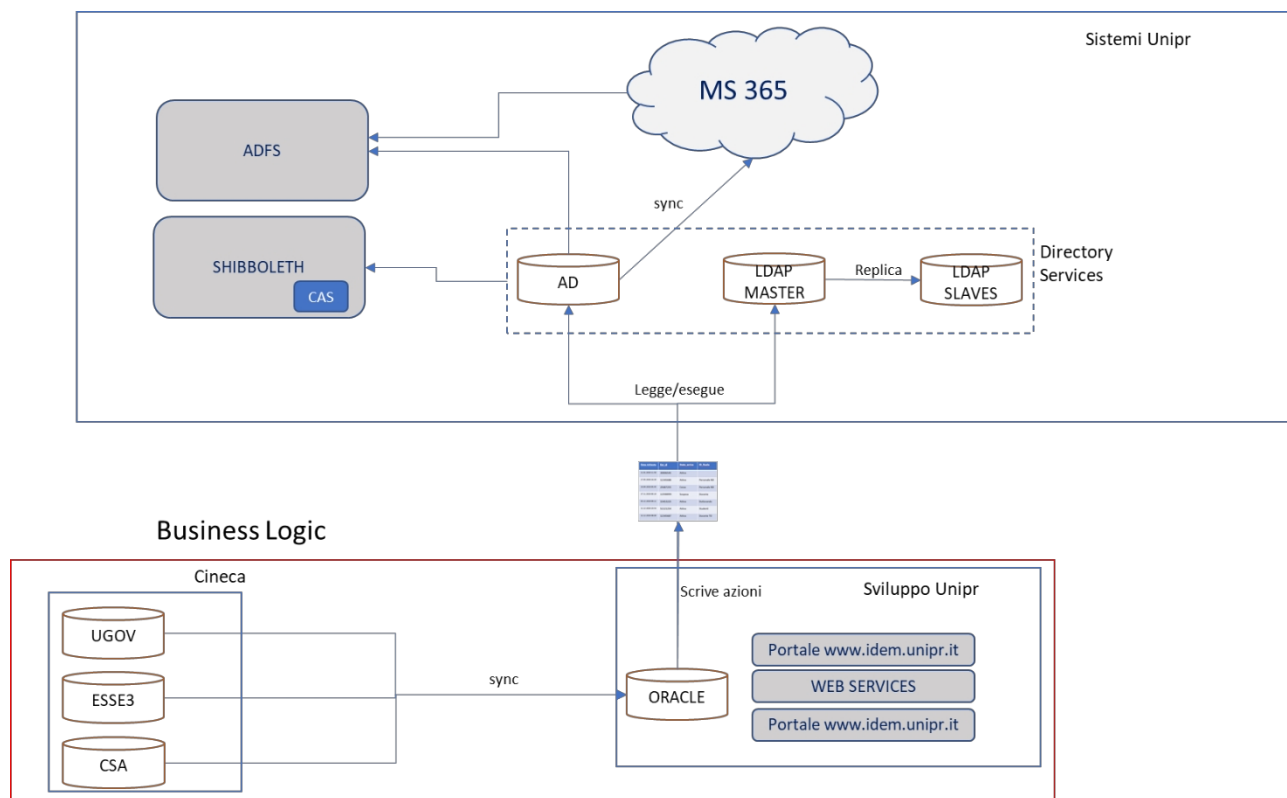
WEB Hosting	Immediate	Immediate	Immediate	Immediate	Immediate	Immediate
VDI Access Di- dactics	Immediate	Immediate	Immediate	Immediate	Immediate	Immediate
Administrative VDI Access	Immediate	Immediate	Immediate	Immediate	Immediate	Immediate
Lear- ning Manage- ment Systems (Moodle- Elly)	after 12 months	Immediate	Immediate	Immediate	Immediate	Immediate
Electro- nical mail	Specific regulation	Specific regulation	Specific Regulation	Specific regulation	Specific regulati on	Specific regulation
Distribution lists	after 12 months	after 12 months	after 36 months	Immediate	Immediate	Immediate
Storage Search (NAS)	Immediate	Immediate	Immediate	Immediate	Immediate	Immediate
Download Soft- ware (University Licences)	Immediate	Immediate	Immediate	Immediate	Immediate	Immediate
Centralised Printing Services	Immediate	Immediate	Immediate	Immediate	Immediate	Immediate

1.1.2. Application Services

Activation: Deactivation:

Border Tables

2. System architecture - Schema







Document Revisions

Ver.	Description of changes	Author	Modification date
1.0	<i>Initial version</i>	<i>O.U. Technology Systems and Infrastructure</i>	<i>16/12/2021</i>