LOGO

Identity Management Practice Statement

TEMPLATE

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| Authors |  |
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Table of Contents

[1 Introduction 3](#_Toc487706181)

[2 Electronic Identity 3](#_Toc487706182)

[2.1 User types 3](#_Toc487706183)

[3 Compliance and Audit 3](#_Toc487706184)

[4 User information 4](#_Toc487706185)

[5 Identity Management 4](#_Toc487706186)

[5.1 New Identity 4](#_Toc487706187)

[5.2 Identity life Cycle 4](#_Toc487706188)

[5.3 Identity Re-Use 4](#_Toc487706189)

[5.4 Identity Revoking 4](#_Toc487706190)

[5.5 Identity Suspension 5](#_Toc487706191)

[6 Security 5](#_Toc487706192)

[6.1 Physical Security 5](#_Toc487706193)

[6.2 Network Security 5](#_Toc487706194)

[7 Log and Monitoring 5](#_Toc487706195)

# 1 Introduction

[Here you introduce your organization and the goals achieved by this document.]

# 2 Electronic Identity

[Explain about the electronic identities in your organization and systems involved in creating and maintaining these identities.]

## 2.1 User types

[Explain about different types of users you have in your organization,

Like students, employees …etc.]

# 3 Compliance and Audit

Revision of routines specified in this document will occur no later than 12 months from the latest auditing time.

# 4 User information

[Explain how Users’ information (like name, address, ID number…etc.)

is gathered in your organization.]

# 5 Identity Management

[In this section you describe the procedures you follow to manage identities in your organization.]

## 5.1 New Identity

[Explain how a new identity is being created in your system.]

## 5.2 Identity life Cycle

[Explain about the lifetime of identities in your system.]

##

## 5.3 Identity Re-Use

[Explain about the re-use of an identity for another user. For example, a user leaves your organization. What happens to his electronic identity in your organization? You may consider one of the options below:

-Usernames can be reallocated to new users.

-Usernames are NOT reallocated to new users.

-Usernames are suspended for 2 years after their use and will not be reallocated until after that time.]

## 5.4 Identity Revoking

[Explain about the procedure to revoke or delete an identity in your system, in respect to previous section.]

##  5.5 Identity Suspension

[Describe the procedure you follow in case of complains and/or ill-practice of a user. Do you suspend his electronic identity? If yes, then how it may be re-activated.]

# 6 Security

### 6.1 Physical Security

[Explain how secure the physical location of your equipment’s is.]

### 6.2 Network Security

[Explain how your network is secured in respect to identity databases and authentication process. For example you may refer to authentication systems and protocols involved in authentication and authorization process.]

# 7 Log and Monitoring

[Describe if you are keeping activity logs. And if you have a monitoring system in place to monitor authentication activities.]