## National Digital Certification Agency

# TSA Disclosure Statement
# Of the TunStamp Authority

**Review**

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| 01 | 24/04/2017 | 2nd version | Sections 3 and 4 |

| | Author | Verified by | Approuved by |
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| **Entity :** | NDCA | Board Commitee | CEO |
| **Date :** | 27/03/2017 | 21/04/2017 | 24/04/2017 |

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## 1. Entire Agreement

This document is the Time Stamping Authority Disclosure Statement, hereinafter referred to as the TDS, of the TunStamp Authority of the National Digital Certification Agency in Tunisia (referred to as NDCA). This document does not substitute or replace the Certificate Policy nor the Certification Practice Statement (CP/CPS) under which time-stamps of the NDCA are issued.

This statement, which follows the structure of Annex B of the document ETSI TS 319 421 V1.1.1, is merely informative and in no way replaces the provisions of the aforementioned documents.

The TSA disclosure statement is not the entire agreement, but only a part of it.

## 2. Contact Information

Queries regarding this TSA Disclosure Statement shall be addressed to:

The National Digital Certification Agency,
Address: Technopark El Ghazala, Road of Raoued Km 3.5 , Ariana 2083 - Tunisia
E-mail: ndca.pki@certification.tn
Tel : +216 70 834 600
Fax : +216 70 834 555
Website: www.certification.tn

## 3. Electronic time-stamp types and usage

The TunStamp Policy and Practice Statement is being applied in order to guarantee the quality, performance and operation of the time-stamping service.

The time-stamp service can only be provided to authorized TunStamp subscribers holding a valid electronic certificate in order to authenticate to the TunStamp time-stamp server. The issued time-stamp token by TunStamp are compliant to RFC 3161 time-stamps. The service issues RSA2048 encrypted time-stamps that accept one of the following hash algorithm:

- SHA256

Time-stamp protocols, meaning every issued time-stamp, are kept for at least 20 years.

Every TSU have a certificate with 3 years validity. Every year a new certificate is issued for every TSU. Thereby, the TunStamp digital signature on the Time-Stamp Token (TST) has a validity period of two years. So, the expected validity period of every TST is two years.

Additionally to that, time-stamps issued by TunStamp may be used only in accordance with ETSI TS 319 421.

## 4. Reliance limits

The time signal is provided via GPS-NTP. The time-stamping service uses this time signal and a set of ntp servers as time sources. With that setup the time-stamping service reaches an accuracy of the time of +/-1s or better with respect to UTC.
Event logs are retained for at least three months.

## 5. Obligations of subscribers

Subscribers are required to act in accordance with the TunStamp Policy and Practice Statement, the Subscriber Agreement and the Terms and conditions for time-stamp customers. In this context, Subscribers are responsible for:

- having a basic understanding of the proper use of time-stamps;
- providing only correct information without errors, omissions or misrepresentations;
- substantiating information by providing a properly completed and personally signed registration form;
- supplementing such information with a proof of identity and the provision of the information;
- verifying the content of a newly issued time-stamp before its first use and to refrain from using it, if it contains misleading or inaccurate information.
- reading and agreeing to all terms and conditions of the TunStamp Policy and Practice Statement and other relevant regulations and agreements;
- ensuring complete control over the private key by not sharing private keys and / or passwords;
- notifying the registration authority of any change to any of the information included in the time-stamp or any change of circumstances that would make the information in the time-stamp misleading or inaccurate;
- invalidating the time-stamp immediately if any information included in the time-stamp is misleading or inaccurate, or if any change of circumstances, makes the information in the time-stamp misleading or inaccurate;
- notifying the registration authority immediately of any suspected or actual compromise of the private key and requesting that the time-stamp be revoked;
- protecting the private key from unauthorized access.

## 6. TSU public key certificate status checking obligations of relying parties

Before placing any reliance on a Time-Stamp, relying parties must verify that the TimeStamp Token has been correctly signed and that the associated TSU certificate is not listed on the TN PKI Certificate Revocation List (CRL) at http://www.certification.tn/tntrustgovca.crl. If this verification takes place after the end of the validity period of the certificate, the Relying Party should follow the guidance denoted in Annex D of ETSI EN 319 421. The Relying Party should take into account any limitations on usage of the time-stamp indicated by this TunStamp TP/TPS, the Time-Stamping Authority Subscriber Agreement and any other precautions documented by NDCA.

## 7. Limited warranty and disclaimer/Limitation of liability

NDCA undertakes to operate the TunStamp TSA in accordance with the TP/TPS, the CP/CPS, and the terms of agreements with the Subscriber. NDCA makes no express or implied representations or warranties relating to the availability or accuracy of the time-stamping service.

NDCA shall not in any event be liable for any loss of profits, loss of sales or turnover, loss or damage to reputation, loss of contracts, loss of customers, loss of the use of any software or data, loss or use of any computer or other equipment save as may arise directly from breach of the TunStamp TP/TPS or CP/CPS, wasted management or other staff time, losses or liabilities under or in relation to any other contracts, indirect loss or damage, consequential loss or damage, special loss or damage, and for the purpose of this paragraph, the term "loss" means a partial loss or reduction in value as well as a complete or total loss.

NDCA bears specific liability for damage to Subscribers and Relying Parties in relationship to valid qualified digital certificates relied upon in accordance with specific national laws and regulations.

## 8. Applicable agreements and practice statement

The TunStamp Policy and Practice Statement can be found on the website of the NDCA at http://www.certification.tn/pub/TSTPS-TunStamp.pdf.

As for the Subscriber Agreement and the Relying Party Agreement, they may be found on the website of the NDCA at http://www.certification.tn.

## 9. Privacy Policy

NDCA fully complies with the Tunisian Act on the protection of personal data and other applicable legislation in Tunisia.

Any information about subscribers that is not made public through the time-stamps issued by the TunStamp TSA is considered private information. Any and all information made public in a time-stamp issued by TunStamp TSA, or by a publicly available service shall not be considered confidential.

NDCA retains all events relating to the life cycle of keys managed by the TSA for at least seven years after any time-stamp based on these records ceases to be valid.

## 10. Refund Policy

Currently, no fees are charged by the TunStamp TSA for time-stamps, although TunStamp TSA reserves the right to change this in the future. Time-stamps for which no charge is made, no refunds are possible. In addition to that, a Corporate TSP may charge fees for its services.

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## 11. Applicable law, complaints and dispute resolution

Time-stamps issued by the TunStamp TSA, the TunStamp Policy and Practice Statement as well as the Subscriber Agreement are all governed by the laws and regulations of Tunisia.

In case of any dispute or controversy between parties including NDCA partners, Subscribers and Relying Parties, it shall be submitted to the jurisdiction of the district courts of Ariana in Tunisia.

## 12. TSA and Repository licenses, trust marks and audit

The TunStamp TSA is subject to periodic independent internal and external audits. As for the external audit, it is performed annually by an independent external auditor to assess the TunStamp TSA's compliance with ETSI standards.

More than one compliance audit per year is possible if this is requested by the audited party or is a result of unsatisfactory results of a previous audit.

The Tunisian National Time-stamping Authority's compliance audits are performed by a public accounting firm that:

- Demonstrates proficiency in conducting the ETSI for Time-stamping Authorities,
- Certified, accredited, licensed, or otherwise assessed as meeting the qualification requirements of auditors under the audit scheme,
- Is bound by law, government regulation or professional code of ethics.