Standard Operating Procedure - UPDATING OFFLINE: PERSONALLY IDENTIFIABLE INFORMATION

L.M.1.B

**Version Control**

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| --- | --- | --- |
| Version | Date | Changes Made |
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**Guidelines for Maintaining the SOP Version Control Table:**

* **Version**: Assign a new version number for every update. Minor changes can be denoted by incremental changes in decimal (e.g., 1.1, 1.2), while major changes can increment the whole number (e.g., 1.0 to 2.0).
* **Date**: The date when the changes were finalised.
* **Changes Made**: A brief description of the changes or updates made.

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# 1. Purpose

This SOP outlines the standardised procedure for users to update their personally identifiable information (PII) offline within the Digital Identity (DID) system. It ensures secure and accurate updates through proper verification, documentation, and error handling.

# 2. Definitions and Abbreviations

**DID**: Digital Identity

**KM**: Key Manager

**KR**: Key Revocation

**HSM**: Hardware Security Module

**CA**: Certificate Authority

**IDA**: ID Authentication Database

**AC**: Access Control

**OTP**: One-Time Password

**2FA**: Two-Factor Authentication

**HTTPS**: Hyper Text Transfer Protocol Secure

**IDS**: Intrusion Detection System

**IPS**: Intrusion Prevention System

# 3. Application

## 3.1 Ownership and Stakeholders

### 3.1.1 Digital Identity Service Providers (DISPs)

* **Ownership**: Oversee the PII update process.
* **Responsibilities**: Ensure secure and compliant updates to PII.

### 3.1.2 IT and Security Teams

* **Ownership**: Manage technical infrastructure and security protocols.
* **Responsibilities**: Maintain system security, data encryption, and infrastructure.

### 3.1.3 Compliance and Legal Departments

* **Ownership**: Ensure compliance with legal and regulatory standards.
* **Responsibilities**: Oversee compliance checks, documentation, and regulatory adherence.

## 3.2 Users and Beneficiaries

### 3.2.1 General Public

* **Users**: Individuals updating their PII for their DID accounts.
* **Usage**: Provide updated information for secure account management.

### 3.2.2 Government Agencies

* **Users**: Agencies requiring verified and updated identities for services.
* **Usage**: Utiliae verified identity information for secure service delivery.

### 3.2.3 Private Sector Companies

* **Users**: Businesses requiring updated identity verification.
* **Usage**: Use secured identities for compliance and verification purposes.

# 4. Prerequisites

## 4.1 Assumptions

* Subscribers have access to required documents and authentication methods.
* Administrators are trained to handle the PII update process securely.
* Technological infrastructure meets current security standards.

## 4.2 Constraints

* The PII update process may be affected by system downtimes or regulatory changes.
* Secure devices and internet access are required for administrators and users.

# 5. Process Flow - Process and Procedures

## **5.1. Initiating the Update Process:**

* **Claimant/Subscriber Action:**
  + The claimant starts by visiting the DID portal online.
  + They activate their DID account (reference: OL.A) if not already active.
  + They log in using their username and password (AU.1.B) and proceed with multi-factor authentication using OTP (AU.2.C) or a memorable secret (AU.1.D).
* **Output:** Successful login to the DID portal.

## **5.2. Navigating to Account Settings:**

* **Claimant/Subscriber Action:**
  + The claimant navigates to the account settings section from the homepage.
  + They select the option to update their personal details, such as contact information or address.
* **Output:** Access to account settings and personal information update options.

## **5.3. Updating Personal Information:**

* **Updating Address:**
  + **Action:** If updating the address, the claimant enters the new address manually and uploads any supporting documents.
  + **Verification:** The system validates the proof of address (POA) (OB.2.A) to ensure compliance and authenticity.
  + **Encryption:** Uploaded documents are masked and encrypted using HTTPS, IDS, IPS, and Honeypot to protect the information.
* **Updating Contact Information:**
  + **Action:** If updating contact information, the claimant can manually enter a new email or phone number.
  + **Multi-user OTP:** The claimant may choose to create a new multi-user OTP (AU.2.B) for added security.
  + **OTP Authentication:** The claimant receives an OTP on their new mobile number and authenticates using it (AU.2.C).
  + **Output:** Updated address or contact details.

## **5.4. System Actions:**

* **Public Network Systems (Client):**
  + The system masks and encrypts the claimant's updated information for secure processing.
  + The system validates the format and size of the uploaded documents.
* **Private Network Systems (Server):**
  + The server checks authentication success for password, 2FA, or additional authentication (AU.1.B, AU.2.C).
  + If the verification of POA fails or is incorrect, the system generates a notification and retries the verification process up to three times.
  + If verification is successful, the updated details are securely stored in the claimant’s UIN account.
* **Output:** Secure storage of updated personal information.

## **5.5. Notification and Confirmation:**

* **System Action (Client and Server):**
  + The system generates notifications for successful updates to the claimant's contact information or address.
  + If the address update is unsuccessful, the claimant is notified to return to the homepage and proceed offline.
  + If contact information updates fail, the system sends a UIN account suspension notification with further contact instructions for support.
* **Output:** Notifications sent to the claimant, confirming updates or providing instructions for failure.

## **5.6. Error Handling and Security Measures:**

* **System Action:**
  + If errors occur during authentication or updates, the system counts retries and provides error notifications.
  + After three unsuccessful retries, the system locks the claimant’s UIN account for 24 hours to prevent unauthoriaed access.
* **Output:** Account security maintained through strict error handling and retry limits.

## **5.7. Logging and Audit Trail:**

* **System Action (Server):**
  + The system logs all update attempts, successful updates, and failures in secure logs for auditing purposes.
  + Logs include timestamps, IP addresses, and the nature of the updates for compliance monitoring.
* **Output:** Complete and secure audit trail for all update activities.

# 6. Visualisation

A diagram of a computer

Description automatically generated

Please refer to the [GitHub](https://github.com/alan-turing-institute/Standard-Operating-Procedures-for-Digital-Identity-Systems) repository for further information.