Standard Operating Procedure TEMPORARY ACCOUNT SUSPENSION (FRAUD, INELIGIBILITY, GOVERNMENT ORDER)

LM.5.A

**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 guides the suspension of accounts on a temporary basis for reasons such as fraud, ineligibility, or government order. It ensures secure and accurate processing 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

**HTTPS**: Hyper Text Transfer Protocol Secure

# 3. Application

## 3.1 Ownership and Stakeholders

### 3.1.1 Digital Identity Service Providers (DISPs)

* **Ownership**: Oversee the suspension process.
* **Responsibilities**: Ensure secure and compliant suspension of accounts.

### 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 reporting fraud or ineligibility.
* **Usage**: Provide updated identity verification for secure account management.

### 3.2.2 Government Agencies

* **Users**: Agencies requiring verified and updated identities for services.
* **Usage**: Utilise 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 suspension process securely.
* Technological infrastructure meets current security standards.

## 4.2 Constraints

* The suspension 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. Initiate Fraud Report:**

* **Claimant/Subscriber Action:**
  + The process begins when a subscriber or claimant reports suspicious or fraudulent activity via phone, online, or through the DID portal.
* **Output:** Fraud report is initiated and logged.

## **5.2. Verify Suspicious Activity:**

* **Verifier/Administrator Action:**
  + The verifier or administrator receives details of the reported suspicious activity. They verify the subscriber's activity in the database to confirm any anomalies or unauthorised access.
* **Output:** Verification of suspicious activity status.

## **5.3. Escalate to Local Authority:**

* **Verifier/Administrator Action:**
  + If activity is found to be suspicious, the verifier escalates the report to the local authority for further review. The verifier also reviews all activities to gather comprehensive details.
* **Output:** Suspicious activities are reviewed and escalated to authorities.

## **5.4. Government/Court Order Processing:**

* **Verifier/Administrator Action:**
  + In cases requiring legal intervention, a government or court order is received to either revoke or terminate the account. This step includes validating the report's authenticity by alignment with government officials.
* **Output:** Court order for account action received and validated.

## **5.5. Deactivate Account and Authenticator:**

* **Private Network Systems (Server) Action:**
  + If fraud is confirmed, or a legal order is validated, the server deactivates the DID account and associated authenticators. The account status is updated to reflect the suspension.
* **Output:** Account and authenticators are deactivated, and the status is updated.

## **5.6. Notify Stakeholders:**

* **Public Network Systems (Client) Action:**
  + Notifications are generated and sent to relevant parties. This includes informing the subscriber of the account deactivation and providing the end date, or notifying them if a request for suspension is rejected, along with reasons.
* **Output:** Notifications are sent to subscribers, claimants, and reporting authorities.

## **5.7. Report Generation and Storage:**

* **Private Network Systems (Server) Action:**
  + A detailed report on the suspension process is generated. The report includes the reasons for suspension, the verification process, and the outcome. This report is stored securely in the DID account database for future reference.
* **Output:** Detailed report generated and stored.

## **5.8. Error and Exception Handling:**

* **Private Network Systems (Server) Action:**
  + The system includes mechanisms to handle errors and exceptions during the suspension process. These could involve discrepancies in verification data, unauthorised access attempts during the suspension, or notification delivery failures.
* **Output:** Errors are managed, logged, and resolved to ensure process integrity.

## **5.9. Termination of Process:**

* **Private Network Systems (Server) Action:**
  + If the request for account suspension is rejected or the process is completed, the system logs the final status. It either terminates the request or finalises the account suspension with the provided end date.
* **Output:** Process is terminated, and the final status is logged.

# 6. Visualisation

A screenshot of a computer screen

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.