# Department of National Defence (DND)

# Connectivity Criteria Document

# for

# Contract W8482-168150

# Protected B Information System (IS)

## RELEASE HISTORY

| VERSION | AMENDMENT DATE | AMENDMENT DETAILS | AMENDED BY |
|---|---|---|---|
| 1.0 | 02/10/2019 | Initial Draft | R. Mongeon |
| 1.1 | 21/10/2019 | DIM Secur changes from 18 & 21 Oct 2019 implemented | R. Mongeon |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

## TABLE OF CONTENTS

# 1. INTRODUCTION

**1.1** This "Connectivity Criteria Document for Contract W8482-168150 Protected B IS" is being provided in accordance with the instructions for completion of Part C, Section 11.e of the Treasury Board Secretariat (TBS) Form 350-103 which states:

> "Will there be an electronic link between the supplier's IT Systems and the government department or agency?  If Yes, the supplier must have their IT System(s) approved.  The Client Department must also provide the Connectivity Criteria detailing the conditions and the level of access for the electronic link (usually not higher than PROTECTED B level)."

**1.2** This document outlines the Information Technology (IT) security requirements for Department of National Defence (DND) Contract W8482-168150 for an IT Link between DND and the contractor's IT system(s) used to process, produce and/or store information up to and including the level of Protected B. The IT link will require validation and authorization from Canadian Industrial Security Directorate (CISD).

**1.3** Throughout this document the term "Proprietary Information" is defined as "any Protected (A and B) information provided or generated pursuant to this contract, regardless of form or type, including but not limited to scientific, technical, business and/or financial information, whether or not it is included in the Public Services and Procurement Canada (PSPC) Controlled Goods Program."  Additional information on the PSPC Controlled Goods Program is available on the internet from "Controlled Goods Regulations (SOR/2001-32)" at https://laws-lois.justice.gc.ca/eng/regulations/SOR-2001-32/ and by email to dmc-cgd@tpsgc-pwgsc.gc.ca.

**1.4** This document must be read in conjunction with the " Information Technology (IT) Security Requirements Document for Contract W8482-168150 Protected B Information System (IS)" which defines the mandatory prerequisites as well as the minimum IT security safeguards to be applied to the contractor's Information System used to process, produce and/or store information up to and including Protected B information for DND Contract W8482-168150.

**1.5** Additional security information is available on the internet from the Canadian Industrial Security Directorate (CISD) of Public Services and Procurement Canada (PSPC), the Communications Security Establishment (CSE), the Canadian Centre for Cyber Security (Cyber Centre), and the Royal Canadian Mounted Police (RCMP).

**1.6** It is highly suggested that the "Information Technology (IT) Security Requirements Document for Contract W8482-168150 Protected B Information System (IS)" and the "Aide Memoire for SRCL" be reviewed before completing this document.

## 2. MINIMUM IT SECURITY REQUIREMENTS

### 2.1 Criteria for IT Link

2.1.1    Section 2 of this "Connectivity Criteria Document for Contract W8482-168150 Protected B Information System (IS)" depicts the standards and conditions for this IT Link as well as the specific IT security safeguards to be applied to it in order to maintain the Proprietary Information's confidentiality, integrity and availability.

2.1.2    The scope of this document is to state the minimum Connectivity Criteria required to transfer electronic information to and from the Contract W8482-168150 Protected B IS.

2.1.3    As contract W8482-168150 will require online data transfer, there is a need for an additional level of IT Security to ensure that data is not compromised (disclosed, interrupted, modified, destroyed, and removed). The Connectivity Criteria are intended to protect not only the W8482-168150 Protected B IS but also, any other IS receiving information from the web-based W8482-168150 Protected B IS.

### 2.2 IT System Description

2.2.1    The W8482-168150 Protected B IS must be used exclusively for DND's purpose and must be clearly identified as the W8482-168150 Protected B IS.

2.2.2    The transfer of electronic data into the W8482-168150 Protected B IS is only allowed from an IS of equivalent sensitivity level, or lower. The IT link must be inspected and be authorized to operate by CISD.

2.2.3    The W8482-168150 Protected B IS can be configured as a closed LAN or as a segment of the contractor's corporate network, meeting Protected B requirements.

### 2.3 IT Link Sensitivity Level

2.3.1    The highest sensitivity level of Contract W8482-168150 Proprietary Information to be transferred via this IT Link is Protected B.

### 2.4 Connectivity Method

2.4.1    This paragraph details the type of connectivity between the Contractor's W8482-168150 Protected B IS and DND's infrastructure (e.g. HTTPS, point-to-point, etc.).

2.4.2    The type of connectivity between the Contractor's W8482-168150 Protected B IS and DND's will be an HTTPS web portal.

### 2.5 Encryption Type and Level

2.5.1    This paragraph details the type of encryption (e.g. SSL, AES 128, type 1 crypto, etc.) to be used to protect the contract W8482-168150 Proprietary Information while in transit via the W8482-168150 Protected B IS IT Link.

2.5.2    The Proprietary electronic data related to Contract W8482-168150 must be transmitted between DND and Contractor via IT Links owned and controlled by the Contractor and secured via the use of at least AES 128-bit encryption. See "Cryptographic Algorithms for UNCLASSIFIED, PROTECTED A, and PROTECTED B Information (ITSP.40.111)".

**2.6        Hardware Requirement**

2.6.1        This paragraph details the type of hardware required to operate the W8482-168150 Protected B IS IT link (e.g. VPN gateway, crypto, etc.) at the prescribed sensitivity level.

2.6.2        A trusted thin client connection must be used via approved VPN communication encryption.

2.6.3        Trusted thin client connection must be designed to lock down the hardware of the remote device(s) and disallow access to the devices' internal or external hard drives, CD-ROM/RW, other USB ports, and interfaces with the exception of the components required to establish secure access to a segregated segment of the Contractor's corporate network that the administrators or agents may need to process Proprietary Information.

2.6.4        All Proprietary Information must be saved on the segregated segment of the Contractor's corporate network and not on an endpoint device.

**2.7        IT Link Access Control**

2.7.1        This paragraph details the Access Control measures to be put in place to ensure only authorized personnel can access the W8482-168150 Protected B IS IT link.

2.7.2        The Contractor must provide the Project Authority (PA) with a list of all individuals who have access to the Proprietary Information.

2.7.3        The Authorization and Access Control list must indicate the type of account set for each user.

2.7.4        Specific user accounts for Contractor's employees and DND personnel must be created for each user.

2.7.5        Two types of accounts must be created for DND personnel:

2.7.5.1        DND W8482-168150 Protected B IS Administrators; and

2.7.5.2        Authorized DND Members.

2.7.6        The DND W8482-168150 Protected B IS Administrators must access the W8482-168150 Protected B IS via an IT Link while the Authorized DND Members (also identified as clients) must access the W8482-168150 Protected B IS via a User web portal.

2.7.7        User accounts must never be shared.

2.7.8        Specific administrator accounts must be created for each system administrator.

2.7.9        If an administrator is also required to operate the W8482-168150 Protected B IS, a separate user account must be created for their operation of the system.

2.7.10        There must be no generic accounts on the W8482-168150 Protected B IS.

2.7.11        User accounts (all accounts other than administrator accounts) must be configured for limited privileges and allow access only to files and folders required by the users to perform their duties.

2.7.12        Passwords

2.7.12.1    Accounts must be protected by a password.

2.7.12.2    The passwords must never be shared, consist of at least 8 characters, and must include at least three of the following:  upper case; lower case; numerical; and special character.

2.7.12.3    Passwords for Contractor Administrators must be changed at first login and subsequently, every 90 days.

2.7.12.4    The OS remember option must be disabled, and the last 10 password changes be remembered.

2.7.12.5    When a system default administrator password is to be changed, the new administrator password must be written and placed in a sealed envelope.

2.7.12.6    The envelope must be safeguarded commensurate with the highest level of Proprietary Information, Protected B, and locked in an approved lockable container.


**2.8      IT Link Management**

2.8.1      This paragraph details the operational, managerial and monitoring processes to be applied to the W8482-168150 Protected B IS IT Link.

2.8.2      The W8482-168150 Protected B IS will be accessed by DND personnel:

a.    Via an IT Link used by DND W8482-168150 Protected B IS Administrators; and

b.    Via a secured web portal for the Authorized DND Members (also identified as clients).

2.8.3      The IT Links are not authorized between the Contractor and any Sub-Contractors.

2.8.4      The electronic data transfer must be controlled by the Contractor using active OS logs reviewed at least on a monthly basis.  The review must consist of, but not limited to, failed login attempts, online ordering activity, unusual behaviour, system errors, etc.


**2.9      IT Link and SOP**

2.9.1      The SOP for W8482-168150 Protected B IS (cited in the " W8482-168150 Protected B IS IT Security Requirements Document") must include procedures and configuration details for all applicable aspects of the W8482-168150 Protected B IS IT Link mentioned in this "*Contract W8482-168150 Protected B IS Connectivity Criteria Document*".