



## Certum PKI Disclosure Statement

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## Contact info

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## 1. Certificate type, verification procedures and usage

### 1.1. Certificate type

This statement applies only to qualified trust and electronic timestamp services provided by Certum.

Qualified services operate under a qualified certification authority Certum QCA 2017 and Certum QCA G3 R35, which issues public key qualified certificates for qualified electronic signatures and electronic seals, qualified electronic timestamp authority Certum QTST 2017 and Certum QTSA G3 R35, which issues electronic timestamp tokens, qualified authority CERTUM QDVCS, Certum QESValidationQ 2017 and Certum QVPA G3 R35, which provides service of validation and preservation of qualified electronic signatures and qualified electronic seals, qualified authority QERDS 2023 and Certum QERDS G3 R35, which provides service of qualified electronic registered delivery.

Profile and any other limitation of qualified public key certificate for qualified electronic certificates and qualified seals are issued by the Certum QCA 2017 and Certum QCA G3 R35 is compliant with the ETSI EN 319 412.

Profile and any other limitation of electronic timestamp issued by the Certum QTST 2017 and Certum QCA G3 R35 is compliant with the ETSI EN 319 422.

CERTUM QDVCS, Certum QESValidationQ 2017 and Certum QVPA G3 R35 services issue validation token, which has a structure consistent with RFC 3029 (chapter 9).

Certum QERDS 2023 and Certum QERDS G3 R35, which provides service of qualified electronic registered delivery is compliant with the ETSI EN 319 401 i ETSI EN 319 521 norms. Electronic

delivery address has a structure in accordance with the requirements specified in ETSI319412-1.

### **1.2. Identity validation procedures**

Qualified certificate is issued to an individual based on the verification of their identity. Verification of the individual may be carried out in a registration authority, by notary or other person who is authorized to confirm identity of the certificate holder.

Confirmation of the identity of the owner of the certificate and the person applying for an electronic seal on behalf of the entity is based on valid documents:

- ID card,
- mDowód document<sup>1</sup>
- passport or,
- polish residency card.

and additionally, in the case of individuals acting for the organization or a person requesting an electronic seal on behalf of the legal person:

- the authorization of the subscriber to act and to use the certificate or electronic seal on behalf of the institution or legal entity.
- the official government record of the registration.

Verification of the recipients of services provided by the electronic timestamp authority and the validation authority is based on an electronic signature, optionally it can be carried out by a person who verifies the identity, in accordance with the rules for verification of applicants for a qualified certificate.

#### **1.2.1. Identity verification by an authorized representative of Certum**

Confirmation of the subscriber's identity is based on a valid identity card or passport via the Registration Point or Identity Confirmation Point. Confirmation of the subscriber's identity can be done in three ways:

- through personal appearance at a Registration Point or Identity Confirmation Point,
- by a visit of an authorized Certum representative to the location where the subscriber is currently staying,
- remotely, through secure electronic communication means, ensuring constant voice and visual contact of the person confirming identity with the subscriber.

#### **1.2.2. Identity verification using a video-identification system**

Identity verification is performed by an external service provider using video means to confirm the identity of the person applying for the certificate in a way that ensures credibility equivalent to physical presence<sup>2</sup>.

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<sup>1</sup> Digital ID Card available in mobile application mObywatel issued by Polish Prime Minister's Office.

<sup>2</sup> Video-identification service that Certum use is provided by IDnow GmbH

### **1.2.3. Identity verification by a notary public**

Certum accepts certificate applications signed by the subscriber in the presence of a notary public who confirms this fact.

### **1.2.4. Identity verification based on a qualified electronic signature**

In a special cases, when a person applying for a qualified certificate has a valid qualified certificate, their identity can be confirmed on the basis of a certification application bearing the qualified signature of that person.

### **1.2.5. Identity verification using an electronic identification means**

Identity verification may be performed remotely, using an electronic identification means for which the physical presence of the person applying for the certificate was ensured prior to the issuance of the qualified certificate, and the identification means meets the requirements of a medium or high level of security within the meaning of the eIDAS Regulation. In particular, these may be electronic identification means issued by banks. The level of security is always confirmed by an auditor examining the compliance of Certum's operations with eIDAS regulations, based on a direct audit or on the basis of documents from an audit performed by another authorized entity. The indication of accepted means of electronic identification and the description of their use in the process of issuing the certificate is included in the appropriate procedure subject to assessment by an auditor.

## **1.3. Usage**

Qualified certificates issued by Certum QCA 2017 and Certum QCA G3 R35 must be used only in accordance with the Trust Services and Electronic Identification Act of 5<sup>th</sup> September 2016, (Jurnal of Law of 2021, item 1797 with changes). This means that certificates may be used to verify secure electronic signatures which are proofs of act of will and proof of connection with the data of various trust levels to which it has been attached.

Qualified certificates issued by Certum QCA 2017 and Certum QCA G3 R35 are issued in compliance with *Regulation (EU) 2024/1183 of the European Parliament and of the Council of 11 April 2024 amending Regulation (EU) No 910/2014 as regards establishing the European Digital Identity Framework*, hereinafter referred to as eIDAS Regulation.

Qualified electronic timestamp authority Certum QTST 2017 and Certum QTSA G3 R35 issue electronic timestamp tokens, which, in terms of the Civil Code (art. 81§2 pkt.3), produce legal consequences of a certified date. The primary use of electronic timestamps is to mark long-term electronic qualified signatures with reliable time. Electronic timestamp issued by the Certum QTST 2017 and Certum QTSA G3 R35 may also be used in any other cases that require a comparable electronic timestamp service.

Qualified electronic timestamp authority service is provided in accordance with the eIDAS Regulation.

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The certification policy identifier (OID) placed by Certum QTST 2017 and Certum QTSA G3 R35 in electronic time stamp tokens is as follows: 1.2.616.1.113527.2.4.1.14.

Qualified electronic signatures and timestamp validation service CERTUM QDVCS, Certum QESValidationQ 2017 and Certum QVPA G3 R35 issues electronic confirmation of validity of a qualified public key certificate, qualified electronic signature, qualified electronic seal.

Qualified electronic signatures and seals validation service is provided in accordance with the eIDAS Regulation.

Time stamping services and validation services for qualified electronic signatures and qualified electronic seals are available 24/7 (without any planned outages).

Certum QERDE 2023 and Certum QERDS G3 R35 qualified electronic registered delivery service provides the ability to electronically send and receive correspondence, evidence related to the data being transmitted, including proof of sending and receiving the data, protect the data being transmitted from the risk of loss, theft, damage or any unauthorized alteration.

Qualified eDelivery service provides time-stamping, and is secured by qualified electronic seal of sent, received and any changes to correspondence.

Continuous access to the service 24/7/365 is provided, excluding scheduled and previously announced interruptions and unplanned interruptions resulting from unplanned failures, emergency events.

Qualified electronic registered delivery service is provided in accordance with the *Polish Electronic Delivery Act of 18 November 2020*, and eIDAS Regulation.

## **2. Reliance limits**

The financial warranty of Asseco Data Systems S.A. in relation to individual event amounts equivalent of an 250.000 € but total financial warranties of Asseco Data Systems S.A. in relation to all such events cannot exceed the amount of 1.000.000 €. Financial liability applies to 12-month periods what is equivalent to the calendar year.

In order to manage operation of Certum systems and supervise Certum users and personnel efficiently, all events occurring in the systems and having essential impact on Certum security are recorded.

Certum event logs include in particular: operations associated with registration, certification, revocation and suspension of certificates, rekey and renewal procedures, issuance of timestamp issuance, data validation, validation of a certificate's status, key generation for a certification

authority and every event having significant importance on security and normal activity of Certum.

### **3. Subscribers obligations**

By applying for the certificate issuance and accepting the terms of provision of trust services, a subscriber agrees to enter the certification system on the conditions stated in the terms of provision of trust services, Certification Policy and Certification Practice Statement of Certum's Qualified Certification Services and Terms & Conditions for Certum Qualified Trust Services.

Subscriber is committed to:

- comply with the terms of provision of trust services by Asseco Data Systems S.A.,
- state true data in applications submitted to the certification authority,
- submit or present of required documents confirming the information included in a certification request,
- immediately inform Certum about any errors, defects or changes in the certificate,
- apply his/her/its own key pair and the public keys of other certification services users only for the purposes stated in the Certificate Policy and Certification Practice Statement and to take all reasonable measures to keep confidential, and properly protect at all times the private key, including:
  - control of the access to devices containing his/her/its private key,
  - immediately inform Primary Registration Authority when a private key, has been, or there is a reason to strongly suspect it would be compromised,
  - immediately inform Primary Registration Authority about the loss of a certificate card or loss of a PIN number,
- control the access to this software, media, and devices on which the keys or passwords are stored,
- treating a loss or disclosure (transfer to another unauthorized person) of password equally to loss or disclosure (transfer to another unauthorized person) of private key,
- in case of security violation (or security violation suspicion) of private keys immediately start a procedure of certificate revocation
- stop using revoked, suspended or unvalid certificate,
- apply qualified certificate and the corresponding private keys only for the purpose stated in the certificate and in accordance with the aims and restrictions stated in this document.

Electronic signature usage constraints

- to create no any electronic signature or electronic seal with its private key if the validity period of certificate has expired and certificate has been revoked or suspended,
- not to store the cryptographic card containing the private key together with a personal identification number (PIN),
- not to share and communicate her/his private keys and passwords to third parties.

The subscriber who receives the timestamp token should verify the digital signature of the authority and check the CRL for revocation of the authority certificate.

The Customer of qualified electronic registered delivery is obliged to:

- comply with the terms of the qualified electronic registered service provided by Asseco Data Systems S.A.,
- provide the serving point of the Registration System network with true and correct information at each stage of cooperation,
- provide documents verifying the accuracy of the data contained in the application in order to fulfill the requirements of the registration process as set forth in the “Certificate Policy and Certification Practice Statement of Certum’s Qualified Certification Services” and the “Policy and Practice Statement of Certum e-Delivery Qualified Service – electronic registered delivery”,
- inform Certum immediately of any errors or changes in data,
- use the qualified electronic registered service only for lawful purposes.

#### **4. Certificate status checking obligations of relying parties**

A relying party, using Certum services, can be any entity who accept the qualified electronic signature and electronic seal relying on:

- validity of the connection between subscriber’s identity and his/her/its public key (confirmed by certification authorities Certum QCA 2017 and Certum QCA G3 R35), or
- association of a signature or electronic seal with an electronic timestamp token issued by a qualified electronic timestamp authority Certum QTST 2017 and Certum QTSA G3 R35, or
- confirmation of the validity of the certificate issued by a qualified data validation authority CERTUM QOCSP
- validation token issued by qualified service CERTUM QDVCS, Certum QESValidationQ 2017 and Certum QVPA G3 R35.

A relying party is committed to:

- verify that an electronic signature or electronic seal has been created by means of a private key corresponding to a public key set in the subscriber’s certificate issued by Certum, and
- verify that a signed message (document) or a certificate have not been modified after signing it,
- carry out cryptographic operations accurately and correctly, using the software and devices whose security level complies with the sensitivity level of the certificate being processed and the trust level of applied certificates,



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- consider the electronic signature or the certificate to be invalid if by means of applied software and devices it is not possible to state if the electronic signature or the certificate are valid or if the verification result is negative,
- trust only these qualified certificates that are used in accordance with the declared purpose and are appropriate for applicability ranges that were specified by the relying party, and the status was verified on the basis of the valid Certificate Revocation Lists or OCSP service available at Certum,
- verify if the token or the confirmation were correctly certified electronically, and whether the private key used by the qualified electronic timestamp authority Certum QTST 2017 and Certum QTSA G3 R35, the qualified CERTUM QDVCS, QSValidationQ 2017 and Certum QVPA G3 R35 validation service was not disclosed until the token verification, confirmation (unless the time in them meets the requirements of a certain date); status of a private key can be verified based on the verification of a complementary public key,
- that the time contained in them meets the requirements of a certain date. The status of a private key can be verified based on the verification of a complementary public key,
- in case of qualified electronic registry delivery service the relying party is obliged to:
  - thoroughly verify each confirmation received by it. For that purpose, the relying party shall:
    - (a) verify that all certificates of trust service providers included in the certification path belong to certification authorities and that they have been granted the right to certify electronic registered deliveries,
    - (b) specify the date and time of confirmation. This is done with a qualified electronic time stamp embedded in the confirmation.

### **5. Limited warranty and disclaimer/Limitation of liability**

Certum does not take any responsibility for the actions of third parties, subscribers and other parties not associated with Certum. In particular, Certum does not bear responsibility for:

- damages arising from forces of nature: fire, flood, gale, other situations such as war, terrorist attack, epidemic, and other natural disasters or disasters caused by people,
- damages arising from the installation and usage of applications and devices used for generating and managing cryptographic keys, encryption, creating of an electronic signature that are included in the unauthorized applications list (applicable to relying parties) or are not included in the authorized applications list (applicable to subscribers),
- damages arising from inappropriate usage of issued certificates (term inappropriate understood as the use of a revoked, invalidated or suspended certificate)
- storage of false data in Certum database and their publication in a public certificate key issued to the subscriber in the case of subscriber's stating such false data.

### **6. Applicable agreements, Certification Policy and Certification Practice Statement, Terms & Conditions**

Certum publishes at the repository [www.certum.eu](http://www.certum.eu) the following documents:

- Certificate Policy and Certification Practice Statement of Certum's Qualified Certification Services,
- Validation Policy of CERTUM's QESValidationQ Qualified Validation and Preservation Service for qualified electronic signatures and qualified electronic seals,
- Terms & Conditions for Certum Qualified Trust Services,
- Certificate Policy and Certification Practice Statement of Certum Qualified Certification Service - certificate issued in the signing process,
- Terms & Conditions for Qualified Trust Services for agreements concluded in electronic form,
- Policy and Practice Statement of Certum e-Delivery Qualified Service – electronic registered delivery,
- Terms & Conditions of Certum e-Delivery Qualified Trust Service – electronic registered delivery,
- Document templates.

#### **7. Privacy policy**

Subscriber data is processed by Asseco Data Systems SA, in accordance with the Act of 29 August 1997 On The Protection of Personal Data (OJ 2016 item. 922, the new consolidated text of the Act). Privacy Policy is available at:

<https://www.assecods.pl/o-firmie/regulamin/>

#### **8. Refund policy**

Certum makes efforts to secure the highest level of its services. Subscriber may request certificate revocation and fee refund only if Certum does not fulfill its obligations and duties specified in the terms of provision of trust services, Certificate Policy and Certification Practice Statement and the present document.

#### **9. Applicable law, complaints and dispute resolution**

Operating of Certum is based on the general rules stated in the Certificate Policy and Certification Practice Statement and it is in accordance with the superior legal acts in force in the Republic of Poland.

Disputes related to Certum's qualified services will be first settled through conciliation.

If the complaint is not settled within 45 days of the commencement of conciliatory process, the parties can hand over the dispute to appropriate court. The court, appropriate for case handling, will be the Public Court of the defendant.

In the instance of the occurrence of arguments or complaints following the usage of an issued certificate or services delivered by Certum, subscribers commit themselves to notify Certum of the reason for the argument or complain.

**10. CA and repository licenses, trust marks, and audit**

Audits checking the compliance with procedural and legal regulations (particularly the consistency with Certificate Policy and Certification Practice Statement) is carried out at least once a year on a basis of art.20 of the eIDAS Regulation. Audited qualified services provided by Certum are on a trusted list - TSL list (A list of qualified service providers, along with information about the provision of trust services, in accordance with eIDAS Regulation).

Certum's services are subject to annual audit of the Integrated Management System which includes the requirements of the standards: PN-EN ISO-9001:20015 and PN ISO/IEC 27001:2017.

**11. Identification of this document**

This document has been registered with Certum and has been assigned an Object Identifier:

OID: 1.2.616.1.113527.2.4.1.0.2.2.3

**12. Registration points, points of the identity confirmation**

Registration points and points of the identity confirmation register subscribers and verify their identity. List of registration points and points of the identity verification you can find on:

<https://sklep.certum.pl/partnersmap>.

**Document History**

**Certum PKI Disclosure Statement**

Historia zmian dokumentu		
1.0	25.02 2015.	Based on ETSI EN 319 411-2 model disclosure statement
1.1	01.04 2016	Transfer of ownership of Unizeto Technologies S.A. Asseco Data System S.A.
1.2	17.10.2016	Update on legislation.
1.3	23.12.2016	Update on legislation.
1.4	08.03.2017	Update on eSeal product information, deletion on WebTrust conformity.
1.5	26.04.2017	Update on electronic timestamp and validation.
1.6	01.08.2017	Change to the address of Asseco Data Systems S.A.
1.7	29.06.2018	“Signed agreement” was changed to “acceptance of terms of provision”.
1.8	27.06.2019	Added a special case of issuing a certificate on the basis of an application with a qualified signature of the applicant
1.9	09.09.2020	Added added remote identity verification path for subscribers, added editorial corrections
1.10	December 30 <sup>th</sup> , 2020	Added alternative identity verification paths, removal of authorities that are no longer valid.
1.11	July 27 <sup>th</sup> 2021	Corrections after eIDAS compliance auditor notes, change to the address of Asseco Data Systems S.A. and other editorial corrections.
2.0	June 1 <sup>st</sup> 2022	Added new qualified eDelivery service ( <i>Qualified electronic registered delivery service is currently being audited in compliance with the eIDAS Regulation and will be made available to subscribers upon receiving of all relevant certificates</i> )
2.1	February 26 <sup>th</sup> 2024	Corrections after eIDAS compliance auditor notes, added mDowód document and polish residence card as documents allowed in identity validation process.
2.2	July 8 <sup>th</sup> , 2024	Corrections in connection with the amendment of the eIDAS Regulation.
2.3	January 9, 2025	Adding new office keys.