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CERTIFICATE POLICIES FOR DIGITAL CERTIFICATES
Standard or Norm

Code	Name	Version	Information classification
POP-PL-55	Certificate Policies for Digital Certificate Service	17	Public

Document Title	Certificate Policies for Digital Certificate Service
Version	17
Working Group	Management Committee
Document status	End
Date of issue	15/02/2010
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OID (Object Identifier)	1.3.6.1.4.1.31136.1.4.17
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Prepared	Operations Coordinator
He reviewed	Integrated Management System
Approved	Management Committee

Change control

Version	Date	Change/Modification
1	01/11/2016	Initial document in accordance with the development of the ONAC audit action plan.
2	05/10/2017	Updated information regarding the ECD GSE headquarters.
3	03/04/2018	Update in accordance with ONAC audit recommendations.
4	27/11/2018	Version 3 was changed to Version 4 on 11/26/2018. This update includes charges, fees, website access paths, title change, inclusion of the open certification authority's liability limits, service validity, obligations of the CCE, RA, EE, subscriber, responsible parties, bona fide third parties, the entity, and obligations of other participants.
5	12/04/2019	The section on EE obligations was eliminated, the responsibilities of the subscriber and responsible party were unified, the specifications for MAC use are described in the section on Supported Operating Systems, it was clarified that, for the use of centralized signature, the acquisition of a technological platform with additional costs is necessary, and the obligations of the subscribers were updated according to the type of service
6	07/06/2019	5.10.3 The subscriber's obligations and rights were clarified
7	31/03/2020	The PCs are adjusted to the changes generated by the new platforms, the Objective and Scope and policy administration sections are added, the price list is adjusted, the links are modified to point to the new routes, and the version of the ETSY and ITU-509 standards is updated.
8	14/08/2020	The contact person in section 4.1 was updated. A note was added to section 7.5: if the subscriber has a valid certificate, they may submit the digitally signed application, which will replace the documents initially requested. For the public service certificate, if the employment certificate is unavailable, the appointment document, appointment letter, or service contract may be attached. For the professional certificate, the RUT (Taxpayer Identification Number) is required (if applicable), the professional registration application is replaced with the diploma application, and the graduation certificate must be authenticated. The data from the ECD and CA(Paynet) were included with links to consult the Certificate of Existence and Legal Representation online.
9	12/02/2021	The links were updated to point to the new routes.
10	16/07/2021	The following sections were updated: • 7.6. Specific requirement for processing the certificate The following sections were updated: 3.1. Summary, PKI infrastructure service provider, CERL query URL, and contact phone numbers. 5.3. Policy OID. 7. ECD digital certificate requirements. 7.7. Specific certificate processing requirements. 8.1.1 The image of the cryptographic devices was modified The following numbers were included: 7.6 Prohibitions on the Use of Certificates 8.1.2 Security commitments 8.1.3 Cryptographic device care 8.1.4 Associated risks. 7.9.3. Technical Characteristics of Digital Certificates 10. Protection of personal information 11. Impartiality and non-discrimination The OID and the policy consultation link are updated.

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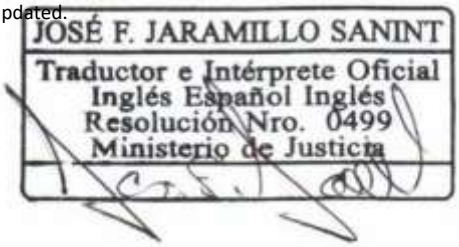

11	27/10/2021	• Section 7.7 Specific Requirements for Processing the Certificate was modified, including in the final Note section a clarification about the updated RUT from the DIAN which must have the QR code. • The OID and PC link were adjusted
12	31/05/2022	According to the new version of the CEA, the following adjustments were made: • 4.4 Petitions, Complaints, Claims and Requests: The term Appeal was removed. • 5.2 Certificate Content: The centralized signature certificate was removed. • 6. Types of Certificates: The purpose of the legal entity certificate was modified. • 7.4. Uses of certificates: The attribute of the legal entity certificate was modified. • 7.7. Technical requirements for processing the certificate: The description of the application documentation for the electronic invoicing certificate and the legal entity certificate was modified. • 7.9. Activities and technical references: The activities and regulatory documents for each type of certificate were modified in accordance with the ONAC accreditation certificate. • 9.1.6. Obligations of other participants in the ECD: Item r) was modified, leaving only CEA and eliminating the 4.1-10. • The OID and the Policy query link were adjusted. • The quality code was included in the document header
13	23/09/2022	• Section 3.1 Summary was modified to include the chapters of the duran cit. • The ECD address was modified in sections 3.1 and 4.4. • The address of Paynet SAS was modified in section 3.1. • The ITU X509 of 2016 was modified to ITU X509 October 2019 in the standards of each accredited service in section 7.9, and the ITU-TX.500 October 2019 and FIPS PUB 186-4 July 2013 standards were eliminated. • Section 9.1.1 was modified to include items o) through y). • Items 13 through 16 were included. • Section 7.7 of the legal representative was modified by including a paragraph in the requested documentation. • The OID and the Policy query link were adjusted
14	16/05/2023	• The entire order of the document was modified in accordance with the numerals of RFC 3647. • Paynet SAS was removed as the CA authority since the PKI was moved to the GSE ECD. • Section 1.3.8.4 was adjusted, the person responsible for complaints, claims, and requests (PQRS) was changed to Customer Service. • The Operations Director was changed to Operations Manager • The data for the main and alternate data centers was modified, leaving Hostdime and Claro. • The OID and the Policy consultation link have been updated • Section 1.9.1 was adjusted to the type of digital certificate (Person) for the requested registration.
15	23/10/2023	• Section 1.3.8.1 Changes in the Management Committee was modified: The management committee regulations are cited. • Section 1.9.1 Certificate Application was modified • 1.14.11.2 Obligations of the RA: Subparagraphs C and AND • Section 6, Certificate Profile, was modified: The OID and the Policy consultation link were updated.
16	08/07/2024	• The numbering and order are updated according to section 6, Scheme of a set of provisions of RFC 3647 • The OID and the Policy consultation link have been updated
17	22/10/2025	• Characteristics of cryptographic devices:FIPS 140-2 Level 3 or higher is included.

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- Technical characteristics of digital certificates:Key generation is maintained.
It conforms to HSM: FIPS 140-2 Level 3 or higher (Centralized Signature).
The document template was adjusted.
The position of Operations Manager is adjusted to Operations Coordinator

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1. INTRODUCTION

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This document specifies the Certificate Policies for Digital Certificates (hereinafter referred to as PCs) for the various certificates issued by the ECD GSE. The purpose of the PCs is to define the requirements necessary for issuing the different ECD GSE certificates.
Insofar as the ECD GSE DPC establishes all the generic requirements regarding the security system, support, administration and issuance of ECD GSE Certificates, the policies will only refer to the specific requirements of each type of certificate, referring in the rest of the terms to what is established in the DPC.
In this way, the different ECD GSE certificates must comply with the generic requirements and security levels detailed in the DPC and the specific requirements for each one defined in this document.
ECD GSE must inform Subscribers and/or Managers of the existence of this document which answers the PCs of the different certificates issued by ECD GSE.
This document applies to issuing certificates in relation to the electronic or digital signatures of natural or legal persons, issuing certificates on the verification regarding the alteration between the sending and receiving of the data message and of transferable electronic documents, issuing certificates in relation to the person who has a right or obligation with respect to the documents stated in the subparagraphs f) and g) of article 26 of Law 527 of 1999

1.1 General Description
The Policy for Digital Certificates, hereinafter referred to as the Policy, is a document prepared by Gestión de Seguridad Electrónica SA (hereinafter referred to as GSE) which, acting as a Digital Certification Entity, contains the rules and procedures that the Digital Certification Entity (hereinafter referred to as GSE) as a Digital Certification Service Provider (PSC) applies as a guideline to provide the Service in accordance with the provisions of Law 527 of 1999, Decree Law 0019 of 2012, Decree 333 of 2014, Decree 1471 of 2014, chapters 47 and 48 of title 2 of part 2 of book 2 of the Single Decree of the Commerce, Industry and Tourism Sector - DURSCIT and the regulations that modify or complement them, in the territory of Colombia.

DATA OF THE ENTITY PROVIDING DIGITAL CERTIFICATION SERVICES:

Company Name:	ELECTRONIC SECURITY MANAGEMENT SA
Initials:	GSE SA
Tax Identification Number:	900.204.272 - 8
Commercial Registry No:	01779392 of February 28, 2008
Certificate of Existence and Legal Representative:	https://gse.com.co/documentos/marco-regulatorio/Certificado-de-Existencia-y-Representante-Legal-GSE.pdf
Commercial register status:	Asset
Company address and correspondence:	77th Street No. 7 - 44 Office 701
City / Country:	Bogotá DC, Colombia
Phone:	+57 (601) 4050082
Email:	inforagse.com.co
Web page:	www.gse.com.co

1.2. Name and identification of the document Policy Identification Criteria (OID)
The way to identify the different types of ECD GSE digital certificates is through object identifiers (OIDs). A specific OID allows applications to clearly distinguish the certificate being presented.
The PC identifier is made up of a series of numbers separated by periods, each with a specific meaning.
Starting from the OID, the generic ECD GSE certificate is distinguished, and in turn, starting from this ECD GSE certificate, different subtypes are defined based on some specific characteristics, such as:
The content of the certificates, distinguishing:
These are signature certificates, which are further classified into other subtypes depending on whether or not they contain an attribute.
The attribute constitutes the specific characteristic of the natural person holding the digital certificate that appears contained in the certificate and that can be of different types:

- Company Membership
- Company Representation
- of Public Service
- of a Qualified Professional
- of Natural Person
- of Legal Entity
- Electronic Invoice

Whoever generates the digital certificate keys, distinguishing between the certificate holder or the ECD GSE itself.
The procedure for updating the information contained in the certificates must be carried out in accordance with the DPC "Certificate Renewal with Key Change." To renew digital certificates, the procedure for requesting a new certificate must be followed. The subscriber must access the GSE products and services application web portal and initiate the certificate renewal request process in the same way as when the certificate was initially requested. Their information will be validated again to update data if necessary.

OID of Policies
The following table shows the different certificates issued by the ECD GSE, and the OIDs of their corresponding PCs, based on the different variables defined in the previous section:

OID	DESCRIPTION
1.3.6.1.4.1.31136.1.4.17	Certificate Policy for Digital Certificates

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Policies assigned to this document.
This document specifically addresses the PCs regarding the following certificates and their different subtypes:

- GSE-PE
- GSE-RE . GSE-FP . GSE-PT
- GSE-PN
- GSE-PJ . GSE-FE

1.3. PKI Participants.

1.3.1. Certification Authority (CA).
It is that legal entity, accredited in accordance with Law 527 of 1999 and Decree 333 of 2014, authorized by the Colombian government or the National Accreditation Body in Colombia to provide digital certification services in accordance with the provisions of Law 527 of 1999, Decree Law 0019 of 2012, Decree 333 of 2014, Decree 1471 of 2014 and the regulations that modify or complement them, is the origin of the digital certification hierarchy that allows it to provide services related to communications based on public key infrastructures.

Hierarchy of the CAs.
The GSE certification hierarchy is comprised of the following Certification Authorities (CAs):

GSE SA CERTIFICATION HIERARCHY		
GSE Root Authority	GSE ECDSA Root	GSE Root Electronic Signature
Subordinate Authority 01 GSE	GSE ECDSA Subordinate	GSE Intermediate Electronic Signature

GSE has two data centers (a main one and an alternate one). The main data center with Hostdime is located in the Verganzo district, Tocancipá Free Trade Zone Int 9, Km 1.5 via Briceño-Zipaquirá, Tocancipá, Cundinamarca, Colombia, and the alternate data center with Claro is located on the Medellin Highway Km 7.5 Celta Trade Park - Triara Data Center, Cota, Cundinamarca, Colombia.

1.3.2. Registration Authority (RA).
This is the GSE area responsible for verifying the validity of the information provided by the applicant for a digital certification service. This is done by verifying the identity of the subscriber or the entity responsible for the digital certification services. The RA (Regulatory Authority) decides on the issuance or activation of the digital certification service. To this end, it has defined the criteria and methods for evaluating applications.
Under this DPC, the RA figure is part of the ECD itself and may act as a Subordinate of ECD GSE.
GSE does not under any circumstances delegate the functions of Registration Authority (RA).

1.3.3. Subscribers.
Subscriber is the natural person to whom the digital certification services are issued or activated and therefore acts as subscriber or responsible for it, trusting in it, with knowledge and full acceptance of the rights and duties established and published in this DPC.
The Subscriber status will differ depending on the services provided by the ECD GSE as established in the Certificate Policies for digital certificates.

1.3.4. Trusted Parties.
The responsible party is the natural person to whom the digital certification services of a legal entity are activated and therefore acts as the responsible party, trusting in him, with knowledge and full acceptance of the rights and duties established and published in this DPC.
The role of the responsible party will differ depending on the services provided by the ECD GSE as established in Annex 1 of this DPC.

Precautions that third parties should observe:

1. Verify the scope of the certificate in the associated certification policy.
2. Consult the regulations associated with digital certification services
3. Verify the ECD's accreditation status with ONAC.
4. Verify that the digital signature was generated correctly.
5. Verify the origin of the certificate (Certification chain)
6. Verify its conformity with the content of the certificate.
7. Verify the integrity of a digitally signed document.

Applicant.
The term Applicant shall refer to the natural or legal person interested in the digital certification services issued under this DPC. This may coincide with the role of the Subscriber.
Entity to which the subscriber or responsible party is linked.
In this case, the legal entity or organization to which the subscriber or responsible party is closely related through the accredited link in the digital certification service.

1.3.5. Other participants.
Management Committee.

The Management Committee is an internal body of ECD GSE, which is formed in accordance with the management committee regulations who have the responsibility of approving the DPC as an initial document, as well as authorizing the changes or modifications required on the approved DPC and authorizing its publication.
Service providers.
Service providers are third parties that provide infrastructure or technological services to ECD GSE, when GSE so requires, and guarantee the continuity of service to subscribers, entities for the entire time that the digital certification services have been contracted.
Reciprocal Digital Certification Entities.
In accordance with the provisions of Article 43 of Law 527 of 1999, digital signature certificates issued by foreign certification entities may be recognized under the same terms and conditions required by law for the issuance of certificates by national certification entities, provided that such certificates are recognized by an authorized certification entity that guarantees, in the same way as it does with its own certificates, the regularity of the certificate details, as well as its validity and validity.
Currently, ECD GSE does not have any reciprocity agreements in place.

Petitions, Complaints, Claims and Requests.
Requests, complaints, claims and inquiries regarding services provided by ECD GSE or subcontracted entities, and explanations regarding this Certification Policy, are received and handled directly by GSE as ECD and will be resolved by the relevant and impartial persons or by committees with the necessary technical competence. The following channels are available for serving subscribers, responsible parties and third parties.
Phone: +57 (1) 4050082
Email: pqrs@gse.com.co
Address: 77th Street No. 7 - 44 Office 701
Website: www.gse.com.co
Responsible: Customer service
Once a case is presented, it is forwarded along with the relevant information to the Customer Service process, following the established internal procedure for investigating and managing such cases. Similarly, the department responsible for taking corrective or preventive actions is identified, in which case the corresponding action procedure must be followed.
Once the investigation is generated, the response is evaluated in order to subsequently make the decision that resolves the PQRS and its final communication to the subscriber, responsible party or interested party.

1.4. Use of the Certificate.

Based on the generic definitions established in the DPC relating to the uses of the certificate, the scope of application of each type of certificate is established below in order to delimit responsibilities, commitments or rights on the part of the Subscriber and/or Responsible, and where appropriate, also on the part of the Entity to the extent that it can be deduced from the very nature of the attribute of the certificate.

TYPE OF DIGITAL CERTIFICATE	SCOPE, USES AND APPLICATIONS
Company Membership	The subscriber and/or responsible party may carry out business procedures without implying representation. The company may establish usage limitations.
Company Representation	The subscriber and/or responsible party may carry out business procedures on behalf of the company. The company may establish usage limitations.
Public Service	The subscriber and/or responsible party may carry out procedures in the exercise of their duties as a public official. The Public Administration may establish limitations on use.
Qualified Professional	Carrying out procedures by the subscriber and/or responsible party in the exercise of their functions as a registered professional.
Natural person	The subscriber and/or responsible party will carry out the procedures in their capacity as a citizen. There is no affiliation with any entity.
Electronic Invoice	Implementation by the subscriber and/or person responsible for billing and/or electronic payroll
Artificial person	Performing business procedures through an application running on a machine in automated and/or unattended signing processes on behalf of a public or private legal entity that requires guaranteeing authenticity and
TYPE OF DIGITAL CERTIFICATE	SCOPE, USES AND APPLICATIONS
	integrity of the data sent or stored digitally and which will be represented by a person responsible for the issued certificate. The use of this certificate is permitted within unattended platforms once the risk management study regarding the handling of cryptographic keys has been completed.

In accordance with the provisions of the Certification Practice Statement
1.4.2. Prohibited use of certificates

The performance of unauthorized operations according to this Policy, by third parties or subscribers of the service, will exempt ECD GSE from any liability for this prohibited use.

- The certificate may not be used to sign other certificates or revocation lists (CRLs).
- It is prohibited to use the certificate for purposes other than those stipulated in the "Use of the Certificate" and "Limits of Liability of the Open Digital Certification Authority" sections of this Policy.
- Alterations to certificates are not permitted and the certificate must be used exactly as supplied by the ECD GSE.
- The use of certificates in control systems or fault-intolerant systems that could cause personal or environmental damage is prohibited.
- Any action that violates the provisions, obligations and requirements stipulated in this Policy is considered prohibited.
- It is not possible for the ECD GSE to issue any assessment on the content of the documents signed by the subscriber, therefore the responsibility for the content of the message is the sole responsibility of the signatory.
- It is not possible for the ECD GSE to recover encrypted data in case of loss of the subscriber's private key because the CA, for security reasons, does not keep a copy of the subscribers' private keys; therefore, it is the subscriber's responsibility to use data encryption.
- Illicit purposes or operations under any legal regime in the world.

Validity of certificates
Certificates issued by the ECD GSE have a maximum validity of twenty-four (24) months.

Types of ECD GSE certificates
The different types of certificates issued by ECD GSE are classified according to the "content" criterion and the fields defined in them and established in the technical profiles defined in Annex 1 of the DPC.
Based on this criterion, certain information that constitutes the subject of the certificate is guaranteed. Therefore, the digital certificates defined under this policy are as follows:

TYPE OF DIGITAL CERTIFICATE	OBJECT
Company Membership	This certificate guarantees the identity of the individual holder and their affiliation with a specific legal entity by virtue of their position within that entity. This certificate does not, in itself, grant the holder any greater powers than those they possess through their regular duties.
Company Representation	It is issued to a natural person representing a specific legal entity. The certificate holder is identified not only as a natural person belonging to a company, but also as its legal representative.
Public Service	This certificate guarantees the identity of the individual holder and their affiliation with a Public Administration by virtue of their position as a public official. This certificate does not, in itself, grant the holder any greater powers than those they possess through the performance of their regular duties.
Qualified Professional	This certificate guarantees the identity of the individual holder and their status as a qualified professional. This certificate does not, in itself, grant the holder any greater powers than those they possess by virtue of their regular professional activities.
Natural person	It only guarantees the identity of the natural person.
Electronic Invoice	Exclusive certificate for electronic invoicing, addressing the needs of companies and/or individuals seeking the security of the certificate for issuing electronic invoices. Exclusive certificate for the digital signature of electronic invoices, credit notes, debit notes, electronic payroll payment receipts, adjustment notes of the electronic payroll payment receipt document and other documents resulting from the processes of the unattended platforms of the technology providers approved by the DIAN, the DIAN's free invoicing system and the RADIAN platform, in compliance with the technical annexes issued by said entity.
Artificial person	Performing business procedures by an application running on a machine in automatic and unattended signing processes on behalf of a legal entity of public or private law that require guaranteeing the authenticity and integrity of the data sent or stored digitally and that will be represented by a person responsible for the issued certificate.

1.5. Policy Administration.
The administration of the Certification Policies (CP) will be the responsibility of the Operations process:
1.5.1. Organization that manages the document:
In accordance with the provisions of the Certification Practice Statement
1.5.2. Contact (ECD Manager):

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Contact position: Operations Coordinator
Contact phone numbers: 4050082 Email: info@gse.com.co

1.5.3. Person who determines the suitability of the DPC for the policy
In accordance with the provisions of the Certification Practice Statement
1.5.4. DPC approval procedures.
Policies must be approved in all cases by the Management Committee.

Publishing responsibilities
Once the policy changes have been made and approved, it is the responsibility of the Operations Coordinator and/or the Integrated Management System Process to request the responsible process to update the policies on the WEB portals to their latest version.
1.6. Definitions and Acronyms Definitions
The following terms are commonly used and required for understanding this Policy.
Certification Authority (CA): In English "Certification Authority" (CA): Certification Authority, root entity and public key infrastructure certification service provider.
Registration Authority (RA): In English "Registration Authority" (RA): It is the entity responsible for certifying the validity of the information provided by the applicant for a digital certificate, through the verification of their identity and registration.
Time Stamping Authority (TSA): Acronym for "Time Stamping Authority": Certification entity providing time stamping services
Secure Data Archiving: This is the service GSE offers its clients through a technological platform. Essentially, it consists of a secure and encrypted storage space accessed with credentials or a digital certificate. Documentation stored on this platform will have evidentiary value as long as it is digitally signed.
Digital certificate: A document electronically signed by a certification service provider that links signature verification data to a signatory and confirms their identity. This is the definition in Law 527/1999, which in this document is extended to cases where the signature verification data is linked to a computer component.
Specific Accreditation Criteria (CEA): Requirements that must be met to obtain Accreditation as a Digital Certification Entity - ECD, before the National Accreditation Body of Colombia - ONAC; that is, to provide digital certification services in accordance with the provisions of Law 527 of 1999, Decree Law 019 of 2012, chapters 47 and 48 of title 2 of part 2 of book 2 of the Single Decree of the Commerce, Industry and Tourism Sector - DURSCIT and the regulations that modify or complement them.
Personal Access Key (PIN): Acronym for "Personal Identification Number": Sequence of characters that allow access to the digital certificate.
Private key compromise: compromise is understood as the theft, loss, destruction or disclosure of the private key that may put at risk the use of the certificate by unauthorized third parties or the certification system.
Certified email: A service that ensures the sending, receiving, and verification of electronic communications, guaranteeing at all times the characteristics of fidelity, authorship, traceability, and non-repudiation.
Certification Practice Statement (CPS): A statement by the certification body regarding the policies and procedures it applies to the provision of its services.
Chronological stamping: According to numeral 7 of Article 3 of Decree 333 of 2014, it is defined as: Data message with a specific moment or period of time, which allows establishing with proof that this data existed at a moment or period of time and that it did not undergo any modification from the moment the stamping was made.
Certification Entity: It is that legal person, accredited in accordance with Law 527 of 1999 and Decree 333 of 2014, authorized by the Colombian government (National Accreditation Body in Colombia) to issue certificates in relation to the digital signatures of the clients who acquire them, offer or facilitate the services of registration and time stamping of the transmission and reception of data messages, as well as fulfill other functions related to communications based on digital signatures.
Open Certification Authority: This is a Certification Authority that offers services typical of certification authorities, such as:
1. Its use is not limited to the exchange of messages between the entity and the subscriber, or
2. He receives remuneration for these.

Closed certification authority: An entity that offers services typical of certification authorities only for the exchange of messages between the entity and the subscriber, without requiring remuneration for it.
Public Key Infrastructure (PKI): A PKI is a combination of hardware and software, security policies and procedures that allows users of a basically insecure public network such as the Internet to exchange data messages securely using a pair of cryptographic keys (one private and one public) that are obtained and shared through a trusted authority.
Initiator: Person who, acting on their own behalf, or on whose behalf someone has acted, sends or generates a data message.
Trust hierarchy: A set of certification authorities that maintain trust relationships whereby a higher-level CDA guarantees the reliability of one or more lower-level CDAs.
Certificate Revocation List (CRL): English acronym for "Certificate Revocation List": A list that includes only revoked certificates that have not yet expired.
Public and Private Keys: The asymmetric cryptography on which PKI is based. It uses a pair of keys where encryption is done with one key and decryption is only possible with the other, and vice versa. One of these keys is called the public key and is included in the digital certificate, while the other is called the private key and is known only to the subscriber or certificate holder.
Private Key (Private Key): Numerical value or values that, used together with a known mathematical procedure, serve to generate the digital signature of a data message.
Public key (Public Key): Numerical value or values that are used to verify that a digital signature was generated with the private key of the person acting as the initiator.
Cryptographic Hardware Security Module: Acronym for "Hardware Security Module", hardware module used to perform cryptographic functions and store keys in secure mode.

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Certification Policy (CP): It is a set of rules that define the characteristics of the different types of certificates and their use.
Certification Service Provider (CSP): A natural or legal person who issues digital certificates and provides other services related to digital signatures.
Online Certificate Status Protocol (OCSP): A protocol that allows you to verify the status of a digital certificate online.
Repository: An information system used to store and retrieve certificates and other related information. Revocation: The process by which a digital certificate is disabled and becomes invalid.

Applicant: Any natural or legal person who requests the issuance or renewal of a digital certificate.
Subscriber and/or responsible party: Natural or legal person to whom digital certification services are issued or activated and therefore acts as subscriber or responsible party thereof
Third party acting in good faith: A person or entity other than the subscriber and/or responsible party who decides to accept and rely on a digital certificate issued by ECD GSE. TSA GSE: This refers to the term used by ECD GSE, in the provision of its Time Stamping service, as a Time Stamping Authority.
Acronyms
CA: Certification Authority
CPS: Certification Practice Statement
CRL: Certificate Revocation List
CSP: Certification Service Provider
DNS: Domain Name System
FIPS: Federal Information Processing Standard
HTTP: The Hypertext Transfer Protocol (HTTP) is the protocol used in every transaction on the World Wide Web (WWW). HTTP defines the syntax and semantics used by the software elements of the web architecture (clients, servers, proxies) to communicate. It is a transaction-oriented protocol and follows a request-response pattern between a client and a server.
HTTPS: Hypertext Transfer Protocol Secure (in Spanish: Protocolo seguro de transferencia de hipertexto), better known by its acronym HTTPS, is a network protocol based on the HTTP protocol, intended for the secure transfer of hypertext data; that is, it is the secure version of HTTP.
IEC: International Electrotechnical Commission
IETF: Internet Engineering Task Force (Internet Standards Organization) IP: Internet Protocol
ISO: International Organization for Standardization
OCSP: Online Certificate Status Protocol.
OID: Object identifier (Unique object identifier)
PIN: Personal Identification Number
PUK: Personal Unlocking Key
PKCS: Public Key Cryptography Standards. PKI standards developed by RSA Laboratories and internationally accepted. PKI: Public Key Infrastructure. PKIX: Public Key Infrastructure (X.509). RA: Registration Authority
RFC: Request For Comments (Standard issued by the IETF) URL: Uniform Resource Locator

2. PUBLICATION AND REPOSITORY RESPONSIBILITIES.
2.1. Repositories.
In accordance with the provisions of the Certification Practice Statement
2.2. Publication of information on certification.
In accordance with the provisions of the Certification Practice Statement
23. Publication schedule or frequency.
In accordance with the provisions of the Certification Practice Statement
2.4. Access controls to repositories.
In accordance with the provisions of the Certification Practice Statement

3. IDENTIFICATION AND AUTHENTICATION.
3.1. Names.
In accordance with the provisions of the Certification Practice Statement
3.2. Initial identity validation.
In accordance with the provisions of the Certification Practice Statement
3.3. Identification and Authentication for key renewal.
In accordance with the provisions of the Certification Practice Statement
3.4. Identification and authentication for the revocation request.
In accordance with the provisions of the Certification Practice Statement

4. OPERATIONAL REQUIREMENTS FOR THE LIFE CYCLE OF CERTIFICATES.

4.1. Certificate application.
Anyone requiring the provision of the digital certification service may do so using the channels, means or mechanisms provided by GSE, in which the necessary information to manage the request for the required digital certification service will be obtained, accepting the ECD terms and conditions document.

TYPE OF DIGITAL CERTIFICATE RECORD: INFORMATION REQUESTED

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The following information will be required for all types of certificates:

- Completed application form.
- Acceptance of terms and conditions.
- Document and/or information that certifies the applicant's identification

Company Membership	• Document of Existence and Legal Representation of the Company with validity of no more than thirty (30) days. • Employment certificate of the applicant including the position on institutional paper (no older than thirty (30) days). • Single Taxpayer Registry - RUT
Company Representation	• Document of Existence and Legal Representation of the Company with validity of no more than thirty (30) days. • Single Taxpayer Registry - RUT In the event that the application is delegated by the Legal Representative and/or Alternate to a third party, the delegation letter for the application of the digital certificate must be attached.
Public Service	• To confirm the applicant's relationship with the Company, one of the following documents will be requested: 0 Record of possession. 0 Appointment resolution or decree. 0 Service provision contract. 0 Employment certificate of the applicant including the position on institutional paper (no older than thirty (30) days from the filing of the application).
Qualified Professional	• Single Taxpayer Registry - RUT • Applicant's address information • Professional card and/or equivalent document. • Degree diploma (optional)
Natural person	• Applicant's address information In the event that the request for the digital certification service is generated from a trusted source or third party, such as the National Civil Registry, no additional information and/or documentation will be requested as long as the information is signed by the same entity and a contract, agreement, accord, alliance, and/or any other means of direct and/or indirect contractual and/or commercial relationship remains in place.
Electronic Invoice	Natural person • Applicant's address information. In the event that the application is delegated by the Legal Representative and/or Alternate to a third party, the delegation letter for the application of the digital certificate must be attached.
Persona Jurídica	Artificial person • Single Taxpayer Registry - RUT Document of Existence and Legal Representation of the Company with validity of no more than thirty (30) days. Si el solicitante no cuenta con el documento de existencia y representación legal y es una entidad pública o estatal se solicitará la información y/o los documentos equivalentes en los que se pueda validar la creación de la entidad de acuerdo con la normatividad vigente y el respectivo acto administrativo (ley, decreto, resolución, entre otros). Para el caso en que la solicitud sea delegada por el Represente Legal y/o Suplente a un tercero debe adjuntar la carta de delegación para la solicitud del certificado digital. • Documento de Existencia y Representación Legal de la Empresa con vigencia no mayor a treinta (30) días. • Registro Único Tributario - RUT Si el solicitante no cuenta con el documento de existencia y representación legal y es una entidad pública o estatal se solicitará la información y/o los documentos equivalentes en los que se pueda validar la creación de la entidad de acuerdo con la normativaa vigente y el respectivo acto administrativo (ley, decreto, resolución, entre otros). Para el caso en que la solicitud

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sea delegada por el Represente Legal y/o Suplente a un tercero debe adjuntar la carta de delegación para la solicitud del certificado digital.

Notas:

- Los documentos cuando aplique se recibirán escaneados o en original electrónico, preservando la legibilidad para el uso de la información.
- El documento Registro Único Tributario - RUT cuando aplique, se solicitará en el formato actualizado de DIAN que incluye código QR.
- En caso de que el solicitante no tenga Registro Único Tributario - RUT (cuando aplique) debe presentar un documento donde se registre la información de domicilio que sea expedido por un tercero que lo verifique o la información de domicilio será consultada por la ECD GSE consumiendo servicio de datos de fuentes externas.
- Para los tipos de certificado donde se solicita el Documento de Existencia y Representación Legal dicho documento será válido con una vigencia no mayor a treinta (30) días desde la radicación de la solicitud.
- Para los tipos de certificados donde se solicita el Documento de Existencia y Representación Legal de la Empresa, en los casos que sea requerido será válido un documento equivalente donde se pueda validar la existencia y representación legal de la empresa, de ser el caso se solicitará el documento debidamente autenticando.
- Todo documento que se reciba autenticado, la autenticación debe tener una vigencia no mayor a sesenta (60) días desde la radicación de la solicitud.
- En los casos que se presenten solicitudes de certificados digitales con documentos adicionales y/o equivalentes a la documentación y/o información solicitada, se tendrá en cuenta para la revisión de las solicitudes los documentos mencionados en el Anexo Documental de Validación de Solicitudes publicado en la página web en la sección Soporte-Guías y Manuales-Validación de Solicitudes.

The ECD-GSE has a security management system to protect the information collected for the purpose of issuing certificates, which is established in the DPC under "Computer Security Controls".
ECD GSE does not prevent or inhibit applicants' access to services as an ECD; therefore, a digital certificate can be requested regardless of the size of the applicant or subscriber, the type of relationship with ECD GSE, or membership with any association or group. It also does not depend on the number of digital certificates already issued or any other factor that discriminates against access to the service provided by ECD GSE.

Generic Requirements
It is the set of detailed information in the DPC about its security system, support, administration and issuance of Certificates, as well as about the relationship of trust between the Applicant, Subscriber and/or Responsible Party, the Entity that receives or Third Party in good faith and the ECD constitutes the generic requirements for the

issuance of ECD GSE certificates.
However, due to the specific characteristics of the different certificates, these requirements sometimes have their own particularities for each type of digital certificate. These particularities are defined as specific requirements and are outlined in the following section.

Specific Requirements
Based on the generic definitions established in the DPC relating to the figures of Subscriber and/or Responsible and Entity, the details of the natural or legal persons who perform these functions for each type of certificate are established below, as well as the attribute or link between these two figures that delimit the requirements, review of the application and decision in accordance with the scope of accreditation granted by ONAC.

TYPE OF DIGITAL CERTIFICATE	SUBSCRIBER / RESPONSIBLE	ATTRIBUTE	ENTITY
Company Membership	Natural person who belongs to the company and who is the holder of the certificate.	Link to belonging to a company	Company to which the Subscriber is linked
Company Representation	Natural person who legally represents the company and who holds the certificate	Linking legal representation to company	Company represented by the Subscriber
Public Service	Natural person belonging to a Public Administration and holding the certificate	Civil service affiliation with a Public Administration	Public Administration to which the Subscriber is linked
Qualified Professional	Natural person who practices a regulated profession and who holds the certificate	Practice of a regulated profession and affiliation with the Professional Association	Professional Association to which the Subscriber is affiliated
Natural person	Natural person holding the certificate	Not applicable	Not applicable
Electronic Invoice	It only guarantees the identity of the subscriber and/or responsible party	Linking for the performance of electronic invoicing and/or payroll	Suscriptor y/o responsable que requiere realizar facturación y/o nomina electrónica
Persona Jurídica	Responsable del certificado que obra en nombre de una Persona Jurídica	Vinculación de representación legal a empresa	Empresa a la que representa el Suscriptor y/o responsable.

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4.2. Procesamiento de solicitud de certificado.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
4.3. Emisión del Certificado.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
4.4. Aceptación del Certificado.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
4.5. Uso de pares de llaves y certificados.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
4.6. Renovación del Certificado.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
4.7. Re-uso de llave del certificado.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
4.8. Modificación de Certificado.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
4.9. Revocación y Suspensión del Certificado.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
4.10. Servicios de Estado del Certificado.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
4.11. Fin de la Suscripción.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
4.12. Custodia y Recuperación de Llaves.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación

5. INSTALACIONES, GESTIÓN Y CONTROLES OPERACIONALES.
5.1. Controles de Seguridad Física.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
5.2. Controles de Procedimiento.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
5.3. Controles de personal.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
5.4. Procedimientos de Registro de Auditoría.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
5.5. Archivo de Registros.

De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
5.6. Cambio de Llaves.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
5.7. Compromiso y Recuperación de Desastres.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
5.8. Cese de la CA o la RA.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación

6. CONTROLES TÉCNICOS DE SEGURIDAD.
6.1. Generación e Instalación de Pares de Llaves.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
6.2. Protección de llave privada y controles de ingeniería de módulos criptográficos.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
6.3. Otros Aspectos de la Gestión del Par de Llaves.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
6.4. Datos de Activación.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
6.5. Controles de Seguridad Informática.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
6.6. Controles de Técnicos del Ciclo de Vida.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
6.7. Controles de Seguridad de Red.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
6.8. Estampado Cronológico.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación

7. PERFILES DE CERTIFICADO, CRL Y OCSP.
7.1. Perfil del Certificado.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
7.2. Perfil de CRL.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación

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7.3. Perfil OCSP.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación

8. AUDITORIA DE CUMPLIMIENTO Y OTRAS EVALUACIONES.
8.1. Frecuencia o Circunstancias de la Evaluación.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
8.2. Identidad y cualificaciones del evaluador.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
8.3. Relación del evaluador con la entidad evaluada.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
8.4. Temas objeto de evaluación.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
8.5. Acciones tomadas como resultado de la deficiencia.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
8.6. Comunicación de Resultados.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación

9. OTROS ASUNTOS COMERCIALES Y LEGALES.

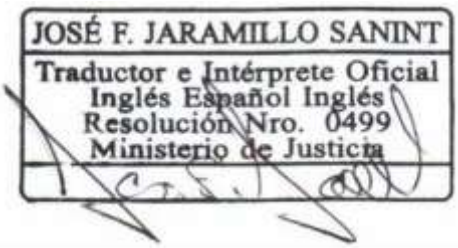
9.1. Honorarios.

De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
9.2. Responsabilidad Financiera.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
9.3. Confidencialidad de la Información Comercial.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
9.4. Privacidad de la Información Personal.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
9.5. Derechos de Propiedad Intelectual.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
9.6. Representaciones y Garantías.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
9.7. Renuncias de Garantías.
No Aplica
9.8. Limitaciones de Responsabilidad.
Las limitaciones de Responsabilidad de la Entidad de Certificación Abierta están definidas de manera integral en el numeral Límites de responsabilidad de la DPC, pero partiendo de los usos específicos de cada uno de los certificados establecidos en el numeral anterior.
ECD GSE no asume ningún otro compromiso ni brinda ninguna otra garantía, así como tampoco asume ninguna otra responsabilidad ante titulares de certificados o terceros de confianza a excepción de lo establecido por las disposiciones de la presente PC.
La ECD GSE declinará una solicitud de un servicio de certificación digital, si el mismo no se encuentra en el alcance de la acreditación que le fue otorgado por
ONAC.

TIPO DE CERTIFICADO DIGITAL	LÍMITE DE RESPONSABILIDAD DE LA ENTIDAD DE CERTIFICACIÓN
	Los certificados digitales emitidos por ECD GSE sólo podrán ser empleados para los usos para los que hayan sido emitidos y especificados en la DPC y específicamente en el numeral Uso de certificado.
Pertenencia a Empresa, representación empresa, Función Pública, Profesional Titulado, Profesional Titulado, Persona Natural, Factura Electrónica, Persona Jurídica	Se consideran indebidos aquellos usos que no están definidos en la DPC y en las PC y en consecuencia para efectos legales, la ECD GSE queda eximida de toda responsabilidad por el uso de los certificados en operaciones que estén fuera de los límites y condiciones establecidas para el uso de certificados digitales según la DPC, las PC y de conformidad con lo establecido en el numeral Limites de Responsabilidad de la entidad de certificación abierta.

9.9. Indemnizaciones.
No Aplica
9.10. Duración y Terminación.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
9.11. Notificaciones y comunicaciones individuales a los participantes.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación

9.11.1. Obligaciones de la ECD GSE
ECD GSE como entidad de prestación de servicios de certificación está obligada según normativa vigente, en lo dispuesto en las Políticas de Certificado y en la
DPC a:



1. Respetar lo dispuesto en la normatividad vigente, la DPC y en las Políticas de Certificado.
2. Publicar la DPC y cada una de las Políticas de Certificado en la página Web de GSE.
3. Informar a ONAC sobre las modificaciones de la DPC y de las Políticas de Certificado.
4. Mantener la DPC y Políticas de Certificado con su última versión publicadas en la página Web de GSE.
5. Proteger y custodiar de manera segura y responsable su llave privada.
6. Emitir certificados conforme a las Políticas de Certificado y a los estándares definidos en la DPC.
7. Generar certificados consistentes con la información suministrada por el solicitante o suscriptor.
8. Conservar la información sobre los certificados digitales emitidos de conformidad con la normatividad vigente.
9. Emitir certificados cuyo contenido mínimo este de conformidad con la normativa vigente para los diferentes tipos de certificados.

10. Publicar el estado de los certificados digitales emitidos en un repositorio de acceso libre.
11. No mantener copia de la llave privada del solicitante o suscriptor.
12. Revocar los certificados digitales según lo dispuesto en la Política de revocación de certificados digitales.
13. Actualizar y publicar la lista de certificados digitales revocados CRL con los últimos certificados revocados.
14. Notificar al Solicitante, Suscriptor o Entidad la revocación del certificado digital dentro de las 24 horas siguientes a la revocación del certificado digital de conformidad con la política de revocación de certificados digitales.
15. Informar a los suscriptores la proximidad del vencimiento de su certificado digital.
16. Disponer de personal calificado, con el conocimiento y experiencia necesaria para la prestación del servicio de certificación ofrecido por la ECD GSE.
17. Provide the applicant with the following information on the ECD GSE website, free of charge and with open access:

- The Certification Policies and Statement of Practice and all updates thereto.
- Subscriber obligations and how the data must be kept safe
- Procedure for requesting the issuance of a certificate.

- The procedure for revoking your certificate.
- Mechanisms to guarantee the reliability of the electronic signature over time.
- The conditions and limits of the use of the certificate

18. To verify, either personally or through a different person acting on their behalf, the identity and any other circumstances of the applicants or data of the certificates, which are relevant for the purposes of the verification procedure prior to their issuance.
19. Report to the Superintendency of Industry and Commerce and to ONAC, immediately, the occurrence of any event that compromises or may compromise the provision of the service.
20. Report promptly any modification or update of services included in the scope of your accreditation, in accordance with the procedures, rules and requirements of the ONAC accreditation service.
21. Update contact information whenever there is a change or modification to the data provided.
22. To train and warn users about the safety measures they must observe and about the logistics required for the use of the service delivery mechanisms.
23. To guarantee the protection, integrity, confidentiality and security of the information provided by the subscriber by keeping the documentation that supports the certificates issued.
24. To guarantee the conditions of integrity, availability, confidentiality and security, in accordance with current national and international technical standards and with the specific accreditation criteria established for this purpose by ONAC.

25. List the accredited services on the ECD GSE website.

9.11.2. Obligations of the RA

The ECD GSE RA is authorized to perform the identification and registration work, therefore, it is obligated under the terms defined in the Certification Practice Statement to:

1. To know and comply with the provisions of the DPC and the Certificate Policy corresponding to each type of certificate.
2. Safeguard and protect your private key.
3. Review and/or verify the initial validation records of the identity of Applicants, Responsible Parties or Subscribers of digital certificates.
4. Verify the accuracy and authenticity of the information provided by the Applicant using the protocols described in the DPC
5. To archive and safeguard the information and/or documentation provided by the applicant or subscriber for the issuance of the digital certificate, for the time established by current legislation.
6. Respetar lo dispuesto en los contratos firmados entre ECD GSE y el suscriptor.
7. Identificar e informar a la ECD GSE las causas de revocación suministradas por los solicitantes sobre los certificados digitales vigentes.

9.11.3. Obligaciones (Deberes y Derechos) del Suscriptor y/o Responsable

El Suscriptor y/o Responsable de un certificado digital está obligado a cumplir con lo dispuesto por la normativa vigente y lo dispuesto en la DPC como es:

1. Usar su certificado digital según los términos de la DPC.
2. Verificar dentro del día siguiente hábil que la información del certificado digital es correcta. En caso de encontrar inconsistencias, notificar a la ECD.

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3. Abstenerse de: prestar, ceder, escribir, publicar la contraseña de uso su certificado digital y tomar todas las medidas necesarias, razonables y oportunas para evitar que éste sea utilizado por terceras personas.
4. No transferir, compartir ni prestar el dispositivo criptográfico a terceras personas.
5. Suministrar toda la información requerida en el Formulario de la Solicitud para facilitar su oportuna y plena identificación.
6. Solicitar la revocación del Certificado Digital ante el cambio de nombre y/o apellidos.
7. Solicitar la revocación del Certificado Digital cuando el Suscriptor haya variado su nacionalidad.
8. Cumplir con lo aceptado y firmado en el documento términos y condiciones o responsable de certificados digitales.
9. Proporcionar con exactitud y veracidad la información requerida.

10. Informar durante la vigencia del certificado digital cualquier cambio en los datos suministrados inicialmente para la emisión del certificado.
11. Custodiar y proteger de manera responsable su llave privada.
12. Dar uso al certificado de conformidad con lo establecido en esta PC para cada uno de los tipos de certificado.
13. Solicitar como suscriptor o responsable de manera inmediata la revocación de su certificado digital cuando tenga conocimiento que existe una causal definida en numeral Circunstancias para la revocación de un certificado de la DPC.
14. No hacer uso de la llave privada ni del certificado digital una vez cumplida su vigencia o se encuentre revocado.
15. Informar a los terceros de confianza de la necesidad de comprobar la validez de los certificados digitales sobre los que esté haciendo uso en un momento dado.
16. Informar al tercero de buena fe para verificar el estado de un certificado dispone de la lista de certificados revocados CRL, publicada de manera de periódica por ECD GSE.
17. No utilizar su certificación digital de manera que contravenga la ley u ocasione mala reputación para la ECD.
18. No realizar ninguna declaración relacionada con su certificación digital en la ECD GSE pueda considerar engañosa o no autorizada, conforme a lo dispuesto por la DPC y PC.
19. Una vez caducado o revocado el servicio de certificación digital el suscriptor debe inmediatamente dejar de utilizarla en todo el material publicitario que contenga alguna referencia al servicio.
20. El suscriptor al hacer referencia al servicio de certificación digital prestado por ECD GSE en medios de comunicación, tales como documentos, folletos o publicidad, debe informar que cumple con los requisitos especificados en las PC de la DPC, indicando la versión.
21. El suscriptor podrá utilizar las marcas de conformidad y la información relacionada con el servicio de certificación digital prestado por ECD GSE en medios de comunicación, tales como documentos, folletos o publicidad, desde que cumpla lo requerido en el literal anterior.

Por otro lado, tiene los siguientes derechos:

1. Recibir el certificado digital en los tiempos establecidos en la DPC.
2. El suscriptor podrá utilizar las marcas de conformidad y la información relacionada con el servicio de certificación digital prestado por ECD GSE en medios de comunicación, tales como documentos, folletos o publicidad, desde que cumpla lo requerido en el literal anterior.
3. Solicitar información referente a las solicitudes en proceso.
4. Solicitar revocación del certificado digital aportando la documentación necesaria.

5. Recibir el certificado digital de acuerdo con el alcance otorgado por ONAC a GSE.

9.11.4. Obligaciones de los Terceros de buena fe

Los Terceros de buena fe en su calidad de parte que confía en los certificados digitales emitidos por ECD GSE está en la obligación de:

1. Conocer lo dispuesto sobre Certificación Digital en la Normatividad vigente.
2. Conocer lo dispuesto en la DPC y PC.
3. Verificar el estado de los certificados antes de realizar operaciones con certificados digitales.
4. Verificar la Lista de certificados Revocados CRL antes de realizar operaciones con certificados digitales.
5. Conocer y aceptar las condiciones sobre garantías, usos y responsabilidades al realizar operaciones con certificados digitales.

9.11.5. Obligaciones de la Entidad (Cliente)

La entidad cliente es la encargada de solicitar los servicios para sus funcionarios y los suscriptores son las personas que hacen uso del servicio.

Conforme lo establecido en las Políticas de Certificado, en el caso de los certificados donde se acredite la vinculación del Suscriptor o Responsable con la misma, será obligación de la Entidad:

1. Solicitar a la RA GSE la suspensión/revocación del certificado cuando cese o se modifique dicha vinculación.
2. Todas aquellas obligaciones vinculadas al responsable del servicio de certificación digital.
3. La entidad al hacer referencia al servicio de certificación digital prestado por ECD GSE en medios de comunicación, tales como documentos, folletos o publicidad, debe informar que cumple con los requisitos especificados en las PC de la DPC.
4. La entidad podrá utilizar las marcas de conformidad y la información relacionada con el servicio de certificación digital prestado por ECD GSE en medios de comunicación, tales como documentos, folletos o publicidad, desde que cumpla lo requerido en el literal anterior.

9.11.6. Obligaciones de otros participantes de la ECD

El Comité de Gerencia y el proceso Sistema Integrado de Gestión como organismos internos de ECD GSE está en la obligación de:

1. Revisar la consistencia de la DPC con la normatividad vigente.
2. Approve and decide on changes to be made to digital certification services, due to regulatory decisions or requests from subscribers or managers.

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3. Approve the notification of any changes to subscribers and/or responsible parties, analyzing their legal, technical, or commercial impact.
4. Review and take action on any comments made by subscribers and/or managers when a change to the digital certification service is made.
5. Report action plans to ONAC and SIC on any change that has an impact on the PKI infrastructure and that affects digital certification services, in accordance with RAC-3.0-01.
6. Authorize the required changes or modifications to the DPC.
7. Authorize the publication of the DPC on the ECD GSE website.
8. Approve changes or modifications to the ECD GSE Security Policies.
9. Ensure the integrity and availability of the information published on the ECD GSE website.

10. Ensure the existence of controls over the technological infrastructure of the ECD GSE.
11. Request the revocation of a certificate if you have knowledge or suspicion of the compromise of the subscriber's private key, entity or any other fact that tends to the misuse of the subscriber's private key, entity or the ECD itself.
12. To recognize and take appropriate action when security incidents occur.
13. Perform a review of the DPC at a maximum frequency of one year to verify that the lengths of the keys and periods of the certificates being used are adequate.
14. Review, approve and authorize changes to digital certification services accredited by the competent body.
15. Review, approve and authorize the ownership and use of symbols, certificates and any other mechanism that ECD GSE requires to indicate that the digital certification service is accredited.
16. Ensure that the accreditation conditions granted by the competent body are maintained.
17. Ensure the proper use in documents or any other advertising of the symbols, certificates, and any other mechanism that indicates that ECD GSE has an accredited certification service and complies with the provisions of ONAC's Accreditation Rules RAC-3.0-01 and RAC-3.0-03.
18. Ensure that critical suppliers and reciprocal ECDs, if any, are kept informed of the obligation to comply with the CEA requirements, in the relevant sections.
19. The Integrated Management System process will implement preventive and corrective action plans to address any risk that could compromise the impartiality and non-discrimination of the ECD, whether arising from the actions of any person, body, organization, activities, their relationships, or the relationships of its personnel or itself. For this purpose, it uses the ISO 31000 standard for identifying risks that could compromise the impartiality of the ECD.
ECD.
20. Velar que todo el personal y los comités de la ECD (sean internos o externos), que puedan tener influencia en las actividades de certificación actúen con imparcialidad y no discriminación, especialmente aquellas que surjan por presiones comerciales, financieras u otras comprometan su imparcialidad.
21. Documentar y demostrar el compromiso de imparcialidad y no discriminación.
22. Velar que el personal administrativo, de gestión, técnico de la PKI, de la ECD asociado a las actividades de consultoría, mantenga completa independencia y autonomía respecto al personal del proceso de revisión y toma de decisión sobre la certificación de la misma ECD.
23. Velar por mantener informados a sus proveedores críticos como la ECD reciproca y datacenter que cumplen con los requisitos de acreditación para ECD como soporte para su contratación y del cumplimiento de los requisitos solicitados tanto administrativos como técnicos.

9.12. Enmiendas.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
9.13. Disposiciones sobre resolución de disputas.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
9.14. Legislación aplicable.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación

9.15. Cumplimiento de la legislación aplicable
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
9.16. Disposiciones varias.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación
9.17. Otras Disposiciones.
De acuerdo con lo establecido en la Declaración de Prácticas de Certificación

10. CARACTERÍSTICAS DE LOS DISPOSITIVOS CRIPTOGRÁFICOS
Para la emisión y almacenamiento de los certificados digitales, GSE utiliza dispositivos criptográficos certificados FIPS 140-2 nivel 3 o superior, que proporciona mayor seguridad física y lógica al dispositivo, protegiendo el contenido del mismo.

10.1.Certificado Digital en Token

CARACTERÍSTICA	ESPECIFICACIÓN TECNICA
Sistemas Operativos soportados	32bitand 64bit

	Windows XP SP3, Vista, 7, 8,10. Mac OS. Server2003, Server2008, Server2008 R2, Server 2012 R2.
Estándar	X.509 Oct 2019, SSL v3, IPSec, ISO 7816 1-4 8 9 12, CCID
Funciones Criptográficas	Generación de par de claves Firma digital y verificación Cifrado y descifrado de datos
Soporte de Algoritmos	RSA 512/1024/2048, DES, 3DES, SHA-1, SHA-256/384/512, AES 128/192/256
Procesador	16 bit smart card chip (Common Criteria EAL 5+ certificado)
Memoria	64KB (EEPROM)
Conectividad	Token USB 2.0 velocidad total, Conector tipo A
Bloqueo del Dispositivo	Se bloqueará al tercer intento de uso con clave incorrecta
Temperatura en Operación	0°C ~70°C (32°F ~ 158°F)
Humedad	0% ~ 100% sin condensación
Temperatura de Almacenamiento	-20°C ~85°C (-4°F ~ 185°F)
Peso Neto	8.1 gr
Dimensiones	54.5x17x8.5 mm

70.3. Compromisos de seguridad

Por circunstancias que afectan la seguridad del dispositivo criptográfico:

- Compromiso o sospecha de compromiso de la seguridad del dispositivo criptográfico.
- Pérdida o inutilización por daños del dispositivo criptográfico.
- Acceso no autorizado, por un tercero, a los datos de activación del Firmante o del responsable de certificado

10.4. Cuidados del dispositivo criptográfico

- Mantenerlo en un lugar seco y alejado de las variaciones ambientas y/o de temperatura.
- No exponerlo a campos magnéticos.
- Evitar que sea golpeado o sometido a algún esfuerzo físico.
- Do not attempt to open it, remove the plastic protection or circuit board, as this will cause it to malfunction.
- Do not put it in wateror other liquids.
- Notify the ECD - GSE in case of theft, robbery,loss and/or fraud of the token in order to revoke the digital certificate.

70.5. Associated risks

Cryptographic devices supported by the ECD-GSE may present the following risks:

- Loss of device.
- Key commitment.
- Damage due to improper handling.
- Damage due to lack of care of the device in the face of environmental conditions.
- Damage due to voltage variation.

To mitigate the associated risks, the following should be taken into account:

- The digital signature certificate is personal and non-transferable; the PIN is confidential.
- It is recommended to change the PIN periodically.
- Entering the PIN incorrectly more than three (3) times will lock the device.
- Cryptographic devices must be kept in suitable environmental conditions.

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• In case of compromise or loss of the private key, you must request the revocation of the digital certificate.

10.6. Digital Certificate in HSM - Hardware Security Module (Centralized Signature)

FEATURE	TECHNICAL SPECIFICATION
Supported Operating Systems	32-bit and 64-bit Windows XP SP3, Vista, 7, 8,10. Server2003, Server2008, Server2008 R2, Server 2012 R2.
Standard	X.509 Oct 2019, SSL v3, IPSec, ISO 7816 1-4 8 9 12, CCID
Cryptographic Functions	Key pair generation, digital signature and verification, data encryption and decryption
Connectivity	Web, with Username/Password
Session Lock	The session is blocked from the user's IP address after the third login attempt with an incorrect password.

70.7. Technical Characteristics of Digital Certificates

FEATURE	TECHNICAL SPECIFICATION
Signature Algorithm	SHA256 Hash Function with RSA Encryption. SHA384 Hash Function with ECDSA Encryption Function RSA with key length 4096 for CA ROOT RSA with key length 4096 for CA SUBORDINATE RSA with subscriber/responsible key length of 2048.

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Inglés Español Inglés
Resolución Nro. 0499
Ministerio de Justicia

Content of the Digital Certificate	ECDSA with key length 384 for CA ROOT ECDSA with key length 384 for SUBORDINATE CA ECDSA with subscriber/responsible key length of 256. RFC 5280 - Internet X.509 Public Key Infrastructure Certify and CRL Profile. May 2008. ITU-T-X509 October 2019 ETSI TS 102 042 - Policy requirements for certification authorities issuing public key.
Certificate lifecycle	RFC 3647 - Internet X.509 Public Key Infrastructure Certify Policy and Certification Practices Framework.
Key generation	FIPS 140-2 Level 3 Token HSM FIPS 140-2 Level 3 or higher (Centralized Signature)
Certification activities article 161 of decree law 0019 of 2012	1. Issuing certificates in relation to the electronic or digital signatures of individuals natural or legal persons. 2. Issue certificates verifying the alteration between the shipment and reception of data messages and transferable electronic documents. 3. To issue certificates in relation to the person who has a right or obligation with with respect to the documents mentioned in subparagraphs f) and g) of Article 26 of Law 527 of 1999

10.8. FEES FOR THE ISSUANCE OF DIGITAL CERTIFICATES
In accordance with the provisions of the Certification Practice Statement

10.9. IMPARTIALITY AND NON-DISCRIMINATION
In accordance with the provisions of the Certification Practice Statement
10.10. MODELS AND MINUTES OF TERMS AND CONDITIONS DOCUMENTS
In accordance with what is stated in Annex 2 of the DPC.
10.11. PROFILE OF CERTIFICATES
Consult Annex 1 of the DPC Technical Profile Matrix of OID (Object Identifier) Certificates 1.3.6.1.4.1.31136.1.4.17
PC Location https://ase.com.co/documentos/calidad/politicas/Politica de certificado para certificados digitalesV17.pdf

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