



# Ontario Health Digital Services

## Local Registration Authority Acknowledgement

I, \_\_\_\_\_, understand that I will be registered in Ontario Health (“Ontario Health”) ONE® ID and appointed as a Local Registration Authority (“LRA”). Local Registration Authority means an individual that has been delegated responsibility by a Client Organization or the Ontario Health Identity Authority for the performance of tasks associated with identifying, authenticating, registering, enrolling, and managing registrants who are within the scope of his or her authority as delegated by a Client Organization or the Ontario Health Identity Authority. “Identity Authority” or “IA” means an individual or group of individuals designated by Ontario Health that are responsible for the registration, service enrolment, and authentication services provided by Ontario Health to clients.

### **As an LRA I will be obligated to:**

1. Read and adhere to Ontario Health’s LRA Procedures Manual as amended from time to time.
2. Complete such training, including security and privacy training, related to Ontario Health's registration and appointment processes and technologies used for authentication as Ontario Health may reasonably require and provide from time to time.
3. Take reasonable steps to keep my ONE ID Credential provided by Ontario Health secure and confidential at all times. “ONE ID Credential” means the ONE ID authentication credential, including a user identification, password, token, public key infrastructure certificate (PKI certificate), or any combination of these issued by Ontario Health to an End User to access a Sponsored Service. I understand that I am responsible for any unauthorized or inappropriate use of my ONE ID Credential. Should I suspect or become aware that my ONE ID Credential has been compromised, or unauthorized access has been made of any computer terminal or other device connected to Ontario Health’s infrastructure, I will immediately notify Ontario Health by calling the support number provided by Ontario Health in the LRA Procedures Manual or by any other method set out in LRA Procedures Manual.
4. Read and abide by Ontario Health’s Acceptable Use Policy, as amended from time to time. A copy of Ontario Health’s current Acceptable Use Policy can be found at [www.ehealthontario.on.ca](http://www.ehealthontario.on.ca).
5. Not exceed the scope of authority delegated to me by Ontario Health including but not limited to registering and enrolling only individuals and Computer Applications (as defined in the LRA Procedures Manual) that have been sponsored and the identity of the individual or validity of the Computer Application, has been verified as set out in the LRA Procedures Manual.

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6. Obtain any necessary consents required before collecting, using, or disclosing personal information as set out in the LRA Procedures Manual.
  7. Safeguard confidential and personal information collected or received by me in connection with my duties as an LRA and meet privacy requirements as set out in the LRA Procedures Manual.
  8. Perform my duties as an LRA fully, responsibly, and diligently, in a professional and competent manner.
  9. Immediately notify a Local Registration Authority within my organization or Ontario Health when the organization identified below no longer requires me to act as an LRA or I no longer wish to act as an LRA for any reason.

**I understand that:**

- My appointment as an LRA is not approved unless Ontario Health provides me with ONE ID Credential signifying Ontario Health's acceptance of me as an LRA;
- Ontario Health may suspend me from acting as an LRA or terminate my designation as an LRA for any reason, including but not limited to, my failure to comply with the obligations set out above;
- My actions as an LRA may be subject to an audit from time to time to ensure compliance with the obligations set out above; and
- My appointment as an LRA is subject to the obligations set out above and by accepting below, I acknowledge that I have read and understand these obligations and commit to adhere to the same.

**This form is intended for your review only. Acknowledgement is made via the ONE ID system.**