

# Relying Party Checklist

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# 1. INTRODUCTION

This checklist has been produced to help those who wish to accept Digital ID in their business – relying parties – understand their state of readiness for adoption and ensure all stakeholders and considerations for adoption have been taken into account and all relevant stakeholders have been engaged.

The checklist starts by exploring the ID challenges you might have today and allowing you to assess how Digital ID might address those challenges.

It then enables you to work through different focus areas to ensure you fully understand what you need to put in place to accept digital ID and that you have complete stakeholder buy-in:

- Compliance
- Security
- Fraud
- Legal
- Commercial
- Technology

It is designed as a document for you to fill into to capture expected improvements in your business processes that Digital ID will bring and how you have made sure Digital ID meets your needs.

## 2. ID CHALLENGES AND HOW DIGITAL ID WILL HELP

Challenge	Value	How can Digital ID help?	What would your expected improvement be if using Digital ID?
How many customers can pass your Digital ID processes today?	e.g. 60%	Increase the number of customers who pass	
How many customers to you lose due to not being able to identify them?	e.g. 10%	Reduce the number of lost customers through an inclusive approach	
How many customers do you have undertake manual ID processes for?	e.g. 30%	Reduce the number of manually processed customers	
What is the net ID Process cost per user today (digital and manual)?	e.g. £ xxx	Reduce the ID cost per user?	

## 3. AREAS TO ENSURE DIGITAL ID COVERS

### 1.1. Compliance

Items	What you should be looking for from Digital ID	Does Digital ID meet your needs for this item? (Yes / No and notes)
Certification	<p>Is the Digital ID certified to a relevant trust framework / scheme?</p> <p>(Note: this may mean several other check list items are covered through his certification)</p>	
ID proofing	Are you able to accept a Digital ID from a regulatory point of view?	
Record Keeping	Does the Digital ID allow you to meet your record keeping needs?	
Accessibility	Does the Digital ID meet your accessibility requirements?	
Inclusivity	Is the Digital ID service you are considering able to provide ID verification for all of your customers? If not, how will you ensure you meet your inclusivity requirements?	

## 1.2. Security

Items	What you should be looking for from Digital ID	Does Digital ID meet your needs for this item? (Yes / No and notes)
Authenticators	Does Digital ID use strong enough authenticators to protect itself from improper users.	
Security and Information Management Standards	Does the Digital ID meet your security management requirements?	
Encryption	Is data encrypted at rest and in transit?	

## 1.3. Fraud

Items	What you should be looking for from Digital ID	Does Digital ID meet your needs for this item? (Yes / No and notes)
Fraud Controls	Does the Digital ID provider implement fraud controls that mean you are comfortable they are defending against ID fraud? Will this be as good as your own fraud controls you run today?	
Dealing with Fraud	Does the ID Provider inform you if they find fraud? Must you inform them? Who manages the user and puts the data right? Who is liable for any losses?	

## 1.4. Legal

Items	What you should be looking for from Digital ID	Does Digital ID meet your needs for this item? (Yes / No and notes)
Data Management and Protection	Does the Digital ID provider work to your standards and regulatory requirements?	
Quality and Risk Management	Does the Digital ID provider work to your standards and regulatory requirements?	

## 1.5. Commercial

Items	What you should be looking for from Digital ID	Does Digital ID meet your needs for this item? (Yes / No and notes)
Liability	What happens when something goes wrong? Who is liable and in what circumstance? Are you comfortable with the position offered?	
Due Diligence	Has due diligence already been done on the ID Providers you might access? By a framework or scheme?	

## 1.6. Technology

Items	What you should be looking for from Digital ID	Does Digital ID meet your needs for this item? (Yes / No and notes)
Data	Does the ID Provider cover the data items you required? Which are verified and to what level?	
Integration requirements	Is your technical department OK with the implementation requirements for Digital ID?	
Interoperability	Will the data you receive from different Digital ID Providers all be to the same format? If not, how are you going to handle this? Or will a scheme/orchestrator handle this for you?	
Availability	Does the ID Provider have sufficient availability cover to meet my needs? (uptime etc.)	