**SAFE LTA**

**SUBMISSION AGREEMENT**

**Configuration data**

**Producer/Creator details**

Producer/Creator means who preserves digital resources into an electronic archiving system for preservation over long term (in other words, the InfoCert S.p.A. customer).

|  |  |
| --- | --- |
| Name |  |
| VAT no. / Tax Code |  |
| Email |  |
| Public Administration  | □ Yes□ No |

Producer submits digital resources (and their metadata) to be preserved to Safe LTA through an "ingest process," which accepts the submitted data and prepares them for inclusion in the electronic archiving system. The interaction between Safe LTA and the producer is formalized and guided by this "submission agreement

of data" (*submission agreement*), which sets out the details of the interaction such as the type of information to be submitted, the metadata that the producer agrees to provide and the operational details of the transfer from the producer.

**Environment**

Specify the environment in which you wish to operate and to which the request refers.

|  |
| --- |
| □ Test |
| □ Production |

**Operating set-up**

Specify if provisioning of **Web service access only** or **API access for Backend integration** purposes is required.

If "Web Access" is specified, the users access credentials provided in the *Users* section will be supplied.

If 'API for Backend Integration' is specified, client-id and secret will be provided.

|  |
| --- |
| □ Web Access |
| □ API for Backend integration |

**Identity Provider**

Specify which identity provider is to be used to manage access to the SafeLTA services.

Specify 'InfoCert IdP' if you need to delegate the identity of users to InfoCert S.p.a.
If you need to specify an identity provider other than InfoCert, provide a reference ID and the relevant *well-known technical url.*

|  |
| --- |
| □ IdP Infocert |
| □ IdP OIDC:Identifier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Well known url OIDC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Basic configuration**

In Safe LTA, there are the following definitions:

* **Company Group**: identifies a logical container on which one or more Companies, i.e., storage areas, may depend..
* **Company**: document storage area, which can be used, for example, to group documents of different companies in a group (Company Group), correctly naming each Company by its official name.
* **Country**: identifies the regulatory standards adopted by the preservation system. It is configurable at the Company level. Select “country international” if you are not subject to Italian regulation provided by Agenzia per l'Italia digitale (AgID)
* **Document Class**:: identifies a document type with its metadata. For example: invoices, contracts, etc.

|  |
| --- |
| Company Group |
| Company Group name[[1]](#footnote-2) | \_\_\_\_\_\_\_ |

**Users**

The following roles are provided:

* **Manager**: is the user enabled to configuration operations within the Company Group. This user has default visibility over all Companies and all Document Classes.

**The Manager has the authority to independently configure new Auditor or EndUser type users.**

* + *EndUser:* is the user enabled for document preservation, search and extraction operations;
	+ *Auditor:* is the user enabled to search and extraction document operations only.

Fill in the following table indicating **First and Last Name** / **e-mail** of the Manager user

|  |
| --- |
| Users |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Roles** | **Name** | **Last Name** | **email** | **Company group level** **- Visibility[[2]](#footnote-3)[5]** | **Company****Visibility[[3]](#footnote-4)[6]** |
| **Manager** | **\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Yes** | **All** |

**Date Signature**

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1. Please note that no storage area is associated with the Company Group level: the storage areas where documents will be preserved correspond to the Company level(s), which needs to be defined. [↑](#footnote-ref-2)
2. [5] The Manager user at the Company Group level has visibility of all Companies and all document classes. It is not mandatory to define EndUser/Auditor user types at the Company Group level: users at the Company Group level have visibility of all Companies and all document classes. [↑](#footnote-ref-3)
3. [6] It is not mandatory to define EndUser/Auditor users at the Company level. It is possible to define more than one EndUser/Auditor user: in this case it is sufficient to enter multiple rows in the table. The EndUser/Auditor user can have visibility at the Company Group level (i.e., visibility of all Companies and all document classes) or it can have visibility of only one Company (to be specified). [↑](#footnote-ref-4)