Digital Signature Acceptance Policy

A Brief Overview

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Why do we need this policy?

- Most of our communications are now electronic.

- We still need a way for individuals to prove they wrote or have read a document.

- Recipients need to be able to trust a signature is valid.

To whom does this policy apply?

- All employees, contractors, and other agents of our organization conducting business.

- Electronic document signers and recipients must be aware of their specific responsibilities.

- It does *not* apply to persons or entities unaffiliated with our organization (e.g. outside companies, government agencies, your Aunt Zelda in Topeka).

What can be digitally signed?

- All types of intra-organization electronic documents and correspondence...

- ...*except* those listed on the CFO's intranet site.

What's expected of you?

- Read the policy.

- Obtain a digital key pair from the IT group.

- Keep your private key safe.

- Sign your electronic documents and e-mails using software approved by our organization.

- Report fraud and abuse to the Information Security group.