

Procedure for the Use of Electronic Signatures

1. INTRODUCTION

This procedure applies to employees, councillors and other persons working in partnership with Trowbridge Town Council ("the Council") where the Council assists them in the provision of a service.

No one is permitted to use an Electronic Signature unless they first receive both written authorisation and specific permission for each use from the person whose signature is to be used. Any breach of this procedure could result in disciplinary action being taken.

2. PROCEDURE

2.1 Written Authorisation

- 2.1.1 The person whose signature is to be used must authorise the use of their signature to the Council Secretary using the declaration in Appendix I. The Council Secretary will keep records of all authorised declarations.
- 2.1.2 Electronic Signatures can only be used if the Council Secretary has a hard copy of the signed declaration. This declaration authorises the storing of the Electronic Signature on the system, but not a specific use of the signature.
- 2.1.3 Authorisation can be withdrawn at any time by the person completing the appropriate section of the authorisation and giving it to the Council Secretary.
- 2.1.1 Authority to use Electronic Signatures is given to only a limited group of staff as agreed by the Town Clerk. These agreed people will have secure, password protected access to Electronic Signatures on the system.
- 2.1.2 The authorised member of staff will at all times retain responsibility themselves for the use of the Electronic Signature.

2.2 Specific Use

In each specific instance where the electronic signature is required to be used the authorised person will obtain permission to use the signature from the person whose signature has been authorised, by e-mail or in writing. The specific permission may be for a recurring and on-going use, such as the issuing of meeting summonses.

2.3 Security

- 2.3.1 Electronic Signatures should not be used on e-mail and e-mail attachments where the signature is not secure and could be detached for unauthorised use.
- 2.3.2 Where possible, documents containing Electronic Signatures should not be stored in system files. If a file needs to be stored with an Electronic Signature it should be stored securely with password protection and restricted access. The Facilities Manager will advise of correct security procedures.

APPENDICES - Appendix I Electronic Signature Authorisation Form

Lance Allan – Town Clerk & Proper Officer

Signed :.....

Date:.....

This procedure is effective from 6th March 2018 and will be reviewed and updated every 4 years or more frequently if required.