

Reference Number: FOIAH2425/089
From: Private Individual
Date: 13 May 2024
Subject: E Signatures

- Q1 Please can you provide the name of the 'IT electronic signature' software service provider used by the Trust in its use of esignatures to sign disciplinary documents - including dismissal letters.
- A1 Whilst staff within the Trust are able to utilise their own electronic signature, the Trust does not have an electronic signature provider/software.
- Q2 Please also confirm if the use of such esignatures automatically generates a digital audit trail that will confirm the date and time and location and the name of the individual(s) who generated said signature processes at a specific time, a valid IP server address to locate the computer station in use, any authorised access to these documents by Trust personnel and the amount of times a document has been edited and by whom - and will this document record any electronic/manual consent to the use of these signatures by the Trust individual whose name is affixed as verified confirmation of signed consent to the contents of said letters
- A2 Not applicable as per A1.
- Q3 Would the Trust be able to provide this detail to an employee on request, as it relates to personal data processing and retention - possibly via a Data Subject Access Request?
- A3 Not applicable as per A1.
- Q4 Please also confirm the positions of senior Trust personnel who have access and authority to use electronic signatures in disciplinary proceedings that result in a dismissal - and if there are mechanisms in place to prevent any unauthorised access and fraudulent use of 'electronically generated' signatures within this department - is this access 'privileged' access to personnel only within Employee Relations and do they have to enter a pin code to log-in? - do managers have access to the use of these signatures - or are they only used by the senior dismissing officer and ER/HR?
- A4 Not applicable as per A1.
- Q5 Are electronic signatures the preferred method of signing such documents as opposed to a verified wet signature by the named individual - and is there a policy in place that you can forward on to me?
- A5 The Trust does not have a preferred method of signing disciplinary documents. The Trust do not have a policy relating to the use of electronic signatures on disciplinary documents.

