



ELECTRONIC SIGNATURE POLICY

UPDATED POLICY V4ONE
APRIL-2024

 v4one.co.uk



Definitions

The following terms are used in this policy.

V4 Adobe Enterprise Platform

Electronic Signatures mean the **ADOBE E-SIGN ENTERPRISE PLATFORM** used by **V4One**

Any references to “us”, “we” refer to **V4One** & its lease partners.

Any references to “you”, “yours” refer to the Customer, the Business choosing the supply of any services from **V4One**.

Objective of Policy

This policy provides guidelines for the adoption of electronic signatures, including defining the circumstances under which electronic signatures and records will be used and accepted.

Term	Definition
Electronic Signature	An electronic signature is a paperless method used to authorize or approve documents which indicates that a person adopts or agrees to the meaning or content of the document.
	United Kingdom Within the UK, E-Signs digital signature solution complies with the definition of an electronic signature under the Electronic Communications Act 2000. European Union Regulation (EU) No 910/2014 on electronic identification and trust services for electronic transactions, commonly known as eIDAS, took direct effect in EU member states from 1 July 2016. It established an EU-wide legal framework for electronic signatures. E-Sign’s digital signature solution is compliant with eIDAS and EU electronic signature technical standards. E-Sign is also compliant with GDPR.

Basis for Policy

The following laws were enacted to support the use of electronic signatures.

Law	Definition
Basis	How E-Sign Complies with Electronic Signature Law Unlike a handwritten signature, which is generally the same mark on every document, E-Sign's digital signature is 100% unique to every document. Signers' identity is established by: • Email address • IP address • Location • Web browser and system information
Basis	E-Sign provides the following within its digital signature to ensure every document that is sent is secure and legally admissible: • Digital certificate authenticating all data and document interaction • Time and date stamping • Detailed document audit trail from inception to completion • Document integrity maintained and checked throughout the signature process • Secure storage of documents and data • Identification of users verified • Unique digital fingerprint created for every signed document • Unique signature fingerprint created for signatory

Customers choosing to consent to an electronic signature method can be assured that the electronic signature will be given full legal effect under law if the signature method conforms to the standards outlined in the policy.

Signer authentication.

With Adobe Sign, you can prove signers' identities by choosing the best signature option for your needs.

1 Send 2 Sign 3 Manage

RECIPIENTS

Complete in order ☒ Complete in any order

1	 csmith@adobe.com	 Email
2	 Enter recipient email	

Policy Description

The policy allows the use of electronic signatures as an acceptable alternative to an original signature for those documents requiring signature or acknowledgement in accordance with minimum standards keeping more so in view less human contact during the **COVID-19 Pandemic**. This policy is intentionally flexible, allowing both parties, as applicable, to approve the implementation of electronic signatures.

Note:

The policy does not mandate the use of an electronic signature in the

- application to those internal operational type documents which require an informal routing or
- method or software utilized for any specific need, so long as the method adopted conforms to the minimum standards outlined in this policy acknowledgement

(See Technology Guidelines below)

Intent and consent.

Adobe Sign helps document intent and consent. So that the signer intended to sign and consented to do business electronically.



☐ Please read the following Information:

By signing this document, you are agreeing you have reviewed this consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

Minimum Standards

Use of an electronic signature must be in accordance with the following minimum standards

Step	Action
Preparation	1. Confirm consent from the customer when choosing e-sign 2. Determine that electronic signature methodology will be made in accordance with the specific standards outlined in this policy as provided for by the ADOBE ENTERPRISE VERIFICATION TOOLS on the V4One ADOBE ENTERPRISE PLATFORM

Minimum Standards

(CONTINUED)

Step	Action
Processing	1. Provide an opportunity for the signer to review the entire document or content to be signed prior to applying an e-signature—the START button will allow you the Customer to review every applicable field on the e-sign agreement. 2. Current V4One Adobe Enterprise Platform through the use of API & embedded security protocols provided for by the ADOBE ENTERPRISE E-SIGN PLATFORM, makes it impossible for an e-signature to be applied to a document without the signer having been informed that a signature is being applied. 3. V4One Adobe Enterprise Platform allows the signer's intent to be expressed as part of the record or in a certification statement submitted with and linked to the signed record.
Signature Retention	1. Record the date, time, and fact that the signer indicated his or her intent and retain this information for evidentiary purposes. This may be different than the time the signer accessed the application or was authenticated & will be part of the signed record. 2. Retain all electronically signed documents in accordance with applicable law & V4One policy warrants all e-sign agreements to be saved for the period of the term to the company server apart from hosting on the Adobe Enterprise Platform, with an auto live back up for the minimum period of the agreement term or 5 years, whichever is higher.

Implementation

SECURITY AND RISK

Operating locations that choose to use electronic signatures must ensure a proper level of security and, the ability to link the signed document with the signer.

Various technologies support different levels of security, authentication, record integrity and record retention. **V4One** Adobe Enterprise Platform E-SIGN Agreements must meet the following minimum criterion:

Implementation (CONTINUED)	
Function	Provides
Confidentiality	Protects content from unauthorized access due to APIs & whitelisted IPs so that only the intended audience can view it.
Authenticity	Assures that the document truly comes from the signer
Integrity	Detects unintentional or malicious alteration and prevent signer from refuting an electronic signature document
Security	Maintains security of document from origination through the entire business process, & if not using company email domain, will require one-time password authentication with the Customer to complete an E-Sign agreement.
Accessibility	Allows access to document across all platforms only at user level for both parties

Final Proof:
In order to qualify as an electronic signature, a signature must be associated with the document that was signed. That is why Adobe Sign manages documents securely throughout the signing process and certifies signed documents with a tamper-evident seal to confirm their integrity. Each step is captured in a secure audit trail that provides clear, easily producible evidence of each party's signature. Once a document has been signed, all signers receive an unaltered, fully executed electronic copy of the agreement for their reference and archiving Finally, Adobe Sign provides clear evidence for each transaction so you can prove what document was signed and who signed it.
Note: Copies of executed documents are automatically sent to all parties and certified by Adobe with a tamper-evident seal. The final document is stored securely in Adobe Document Cloud or sent to the repository or e-vault of your choice. Every step, including signer authentication, is logged, and captured in a secured audit trail

-  Document viewed by Michael Carlson (michaelcarlson2@gmail.com)
20/09/2016 - 16:57:18 PDT- IP address: 98.207.252.6
-  Michael Carlson (michaelcarlson2@gmail.com) has agreed to the terms
with Adobe Sign
20/09/2016 - 17:47:28 PDT- IP address: 98.207.252.6
-  Document e-signed by Michael Carlson (michaelcarlson2@gmail.com)
Signature Date: 20/09/2016 - 17:47:28 PDT - Time Source: server- IP address: 98.207.252.6
-  Signed document emailed to Chris Smith (csmth@raidensama.com)
(michaelcarlson2@gmail.com)
20/09/2016 - 17:47:28 PDT

Responsibilities

This policy identifies the following responsibilities as assigned to those cited below.

Role	Individual/Group	Contact Information
Confidentiality	V4One Directors, Employees, IT Department, & our customers choosing supply of services from V4One by means of using e-signature agreements.	N/A, for all queries please request more information to it@v4one.co.uk
Policy Executor(s)	Gurpal Gill Director Legal & Compliance V4One	033 0124 8388 it@v4one.co.uk



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