
POLICY

Aurora College permits the use of digital signatures in lieu of handwritten signatures.

PRINCIPLES

1. The use of digital signatures can facilitate the conduct of business in an institution that has multiple locations located across a vast territory.
2. The use of digital signatures must comply with territorial legislation.
3. A policy and procedures prescribing the use of digital signatures must protect both Aurora College and the individuals conducting business on behalf of the College.

SCOPE

This policy applies to all members of the Aurora College community who conduct official business on behalf of the College and to digital signatures used to conduct said business, except as noted.

Facsimile signatures used on cheques issued by Aurora College do not fall within the scope of this policy.

DEFINITIONS

Electronic signature: electronic information that a person creates or adopts in order to sign a document and that is in, attached to, or associated with the document. (definition from *Electronic Transactions Act S.N.W.T. 2011,c.13*)

Digital signature: a specific type of electronic signature that uses cryptographic transformation of data to provide authenticity, message integrity, and non-repudiation. A digital signature has two parts: the certificate and the appearance. The certificate is the encrypted file, necessary for determining if a signature is valid. The appearance is how the signature appears in a document; it has different fields of information that can be included.

Facsimile signature: a reproduction of one's manual signature that is produced manually or electronically.

1.0 DIGITAL SIGNATURES

- 1.1 Digital signatures will be centrally managed by the Executive Assistant to the President.
- 1.2 For a digital signature to be valid, it must be created by a technology accepted for use by Aurora College and meet the following criteria:
 - a) It is unique to the person using it;
 - b) It is capable of verification;
 - c) It is under the sole control of the person using it; and
 - d) It is linked to data in such a manner that if the data are changed, the digital signature is invalidated.

- 1.3 Digital signatures will be created for the following Aurora College positions:
- a) Board of Governors – Chairperson;
 - b) Board of Governors – members (as needed, e.g. committee chairs);
 - c) President; and
 - d) Senior Managers (i.e. vice presidents, Director of Finance/CFO, and Manager of Communications and College Relations).
- 1.4 Senior Managers are responsible for recommending to the President which additional positions within their divisions should have digital signatures created for them.
- 1.5 The President is responsible for authorizing which additional positions will have digital signatures created for them.
- 1.6 Individuals who sign documents on behalf of others will have and use a digital signature unique to each person on whose behalf they sign. (For example, if the Executive Assistant to the President signs on behalf of the President and the Director of Finance/CFO, then the Executive Assistant to the President will have a digital signature in the President’s name and a digital signature in the Director of Finance/CFO’s name.)
- 1.7 Digital signatures may have multiple appearances.
- 1.8 All members of the Aurora College community, whether they are sending or receiving digitally signed documents, share responsibility for preventing fraudulent use of digital signatures.
- 2.0 ACCEPTABLE USE**
- 2.1 Digital signatures may be permitted or required for any record or document requiring a signature, unless a handwritten signature is explicitly required.
- 2.2 Digital signatures will not be used by anyone other than the owner.
- 2.3 Digital signatures using an appearance showing the name of someone other than the owner will only be used with the explicit, written permission of the person whose name is in the appearance. (For example, the President will send an email to the President’s Executive Assistant authorizing the signing of a specific document using the Executive Assistant’s digital signature but using an appearance showing the President’s name.)
- 2.4 If a position is not authorized to have a digital signature then no digital signature owner will create or use an appearance for that position. (For example, if Instructor A is not authorized to have a digital signature, School Chair A will not create or use a digital signature showing Instructor A’s name.)
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2.5 Every time a document that has been digitally signed is received, the recipient will check that the digital signature is valid.

3.0 GENERAL

3.1 When signing with a digital signature, the appearance will include, as a minimum, the facsimile signature of the person on whose behalf the document is being signed.

3.2 Members of the Aurora College community will follow Aurora College and GNWT policies and procedures for signing authority whether they are using handwritten or digital signatures.

3.3 The Manager, Information Systems and Technology is responsible for managing the technology needed to implement this policy.

SUPPORTING PROCEDURES, FORMS, AND RULES

The President (or designee) in consultation with the Director of Finance / CFO (or designee) is responsible for managing the supporting procedures, forms, and rules for this policy.

RELATED POLICIES

There are no related policies.

RELATED AURORA COLLEGE BYLAWS

There are no related bylaws.

FACT SHEET

DATES:

2015-11-04

New policy issued.

Board of Governors Motion#BG50-2015.

Implemented January 1, 2016.

2018-07-24

Housekeeping changes – added statement of responsibility for procedures.