



RTO: 31811 CRICOS: 004117k

# Electronic Signature Policy and Procedure

## Version Control

Version	Approved by	Approval Date	Effective Date	Sections modified
1	PEO – Gunvir Singh	03.07.2024	03.07.2024	New policy.

## POLICY APPROVER

PEO

## REVIEW

This Policy is to be reviewed by December 2024.

## Electronic Signature Policy

### 1. Purpose

The purpose of this policy is to establish guidelines for the use of electronic signatures within Ardor College. This policy aims to ensure the authenticity, integrity, and security of electronic signatures used in official documents and transactions.

### 2. Scope

This policy applies to all Staff, Salon Employers and students at Ardor College who use electronic signatures for workplace Assessments, enrolment forms, including but not limited to Training record books, Practical Assessments that include a consultation form, and internal approvals.

### 3. Definitions

- **Electronic Signature:** An electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.
- **Digital Signature:** A type of electronic signature that uses cryptographic techniques to provide proof of the origin, identity, and status of an electronic document.

### 4. Policy Statements

#### 4.1 Use of Electronic Signatures

- Electronic signatures are considered legally binding and equivalent to handwritten signatures for all purposes within Ardor College.
- All electronic signatures must comply with relevant local, state, and federal laws and regulations.

#### 4.2 Acceptable Use

- Electronic signatures may be used for student enrollment forms, Training record books, Practical Assessments that include consultation forms or any other digital document relevant to the use of Ardor College. The use of electronic signatures is encouraged to streamline processes, reduce paper usage, and improve efficiency.

#### 4.3 Authentication and Security

- All third-party users will receive an email containing the document requiring a digital signature for security measures.
- All e-learning users must refrain from sharing their login credentials and are only permitted to electronically sign documents for themselves, strictly prohibited from signing on behalf of third parties.



- All electronic signature transactions must be conducted through approved systems and applications that ensure data security and integrity.

#### **4.4 Record Keeping**

- Electronic records containing signatures must be stored securely and be accessible for future reference and audit purposes.
- Retention of electronic records will follow the same guidelines as physical records, adhering to the Ardor College Record Retention Policy.

#### **4.5 Revocation and Disputes**

- Users may revoke their electronic signature by providing written notice to the relevant authority within Ardor College
- In case of disputes regarding the authenticity or validity of an electronic signature, the issue will be resolved according to the Ardor College complaints and appeals policy and procedure which can be collected from management

### **5. Responsibilities**

#### **5.1 Management**

- Ensure that all Staff members, Salon employer's and students are aware of and comply with this policy.
- Provide training and resources to facilitate the use of electronic signatures.

#### **5.2 IT Department**

- Implement and maintain secure systems for electronic signatures.
- Monitor and address any security issues related to electronic signatures.

#### **5.3 Staff, Salon Employers and Students**

- Use electronic signatures responsibly and in accordance with this policy.
- Report any issues or breaches related to electronic signatures to the IT Department.

### **6. Compliance**

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment or enrollment, in accordance with Ardor College policies and procedures.

### **7. Review**

This policy will be reviewed annually or as needed to ensure compliance with applicable laws and alignment with best practices.



## 8. Approval

This Electronic Signature Policy has been approved by the PEO of Ardor College as of 03.07.2024

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**Ardor College Pty Ltd**

**Approved by: Gunvir Singh**

**Date: 03.07.2024**