

## Purpose

To describe the use and acceptance by Bellberry of e-Signatures to assist in conducting day to day business in a practical and secure way.

## Definitions

**eSignature:** is defined as an automated function which replaces a handwritten signature with a system generated signature. It is considered legally binding i.e. having the same intent, affect and authority as the use of a manual (written) signature. The use of an e-signature confirms the accuracy and completeness of the content.

Bellberry e-signature approved methods include:

- scanned signatures (actual signatures converted to electronic images)
- eProtocol - pressing the "I accept" button on the declarations page 6 of the application form is equivalent to an electronic signature
- email correspondence.

## Guidance

The *Electronic Transactions Act 1999* (Commonwealth) allows entities to conduct business electronically. Bellberry does this via email and eProtocol – an electronic software system.

"The *Electronic Transactions Act 1999* (Commonwealth) allows a person to satisfy a legal requirement for a manual signature by using an electronic communication. The *Electronic Transactions Act 1999* is 'technologically neutral' so it does not set out a particular electronic signature technology to be used, providing flexibility for people and businesses to determine the signature technology that is appropriate to their particular needs. However, the choice of a particular method must be as 'reliable as appropriate in the circumstances'".

Once an entry in eProtocol has been electronically signed, the system prevents deletion or alteration of the entry and its related electronic signature unless edit access is authorised by Bellberry. All further alterations are tracked until the review decision has been finalised. Once finalised the record including the electronic signature is kept as per the Bellberry Data Record Retention Policy.

## eProtocol User Authentication

eProtocol has a role-based access control mechanism, with encrypted passwords that are saved in the system with a one-way direction encryption mechanism. Bellberry has implemented a verification process prior to allowing new users access to the eProtocol system. Once verified, registration is granted.

## References

[Electronic Transactions Act 1999 \(Commonwealth\)](#)

IT G3 Bellberry data storage and retention

CMM SOP1.1 Verification of members eSignature

CMM F1.1.2 eSignature authorisation form