Digital Signature Acceptance Policy
A Brief Overview

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Why do we need this policy?

- Most of our communications are now electronic.
- We still need a way for individuals to prove they wrote or have read a document.
- Recipients need to be able to trust a signature is valid.
To whom does this policy apply?

- All employees, contractors, and other agents of our organization conducting business.

- Electronic document signers and recipients must be aware of their specific responsibilities.

- It does *not* apply to persons or entities unaffiliated with our organization (e.g. outside companies, government agencies, your Aunt Zelda in Topeka).
What can be digitally signed?

- All types of intra-organization electronic documents and correspondence...
- ...except those listed on the CFO’s intranet site.
What’s expected of you?

- Read the policy.
- Obtain a digital key pair from the IT group.
- Keep your private key safe.
- Sign your electronic documents and e-mails using software approved by our organization.
- Report fraud and abuse to the Information Security group.