

Signature Guidelines

Academic Year 2022-2025



The Connect Education Trust take data protection seriously and sensitive personal details, including signatures, should not be published on the internet by the Connect Education Trust. This is to prevent personal information being in the public domain and to prevent fraud.

Do you really want your actual signature floating around on the Internet?

This depends if it's your legal signature or casual signature. The former being the one you use for banks, personal documents, etc. while the latter being the one you use for everyday signing (like for greeting cards).

By signing an electronic document using your actual signature will allow someone with bad intentions to quickly and easily copy your signature, and easily place that signature on any document they choose.

Therefore, the Connect Education Trust will:

- Remove all signatures from its website
- Schools will remove all signatures from their websites
- Whole school letters do not need to have a personal signature on or any signature. Stating the name and title is sufficient
- Policies that are on the website should have a signature on them

Signatures will be used on:

- HR forms/ eforms
- HR letters
- Exclusion forms
- Service Level Agreements
- Financial forms

The Connect Education Trust holds electronic signatures for some staff on the restricted data of the Connect Education Trust server. This is restricted to selected members of designated staff only. DocuSign is used where possible.

To enable an electronic signature being used the permission must be sought by the authoriser. Permission of authorising person must be saved as a PDF with the document that has been signed as evidence.