

ELECTRONIC APPROVAL

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	General
Policy Number:	A47
Approval Date:	May 20, 2021
Effective Date:	May 20, 2021
Policy Owner:	Chief Financial officer and Director of Business Services

Objective:	To outline principles and guidelines relating to electronic approvals and signatures. This policy will outline acceptable situations, methods and tools to indicate approval and review for both internal and external purposes.
Policy:	<p>FOIP - Electronic signatures and the records to which they are applied are subject to the <i>Freedom of Information and Protection of Privacy Act</i>, RSA 2000, c F-25.</p> <p>This policy applies to approvals necessary under Olds College Policies and Procedures. Olds College accepts electronic approvals for both internally generated and externally generated approvals that meet the below criteria. This policy applies to all electronic approvals regardless of if they are performed at Olds College or remotely from home offices or other remote locations.</p> <p>Approval requirements - All approvals, electronic or physical must meet certain criteria to be eligible:</p> <ul style="list-style-type: none"> • The individual providing the signature or approval is identifiable • The approval can only be created or performed by one person with the proper credentials and not duplicated by anyone else • Date of the approval is clear

	<ul style="list-style-type: none"> • It must be clear what is being signed or approved
<p>Definitions:</p>	<p>Electronic - includes created, recorded, transmitted, or stored in digital form or in any other tangible form by electronic, magnetic, or optical means or by any other means that have similar capabilities for creation, recording, transmission, or storage. Email, scanning and sign off features embedded within software are examples of electronic records.</p> <p>Electronic Signature - electronic information that a person creates or adopts in order to sign a record and that is in, attached to, or associated with the record. This can include, but is not limited to a script signature, or the checking of a box to “accept” terms of a document.</p>
<p>Related Information:</p>	
<p>Related Procedures:</p>	<p>A47 Electronic Approval Procedure</p>
<p>Review Period:</p>	<p>1 Year initially, followed by 3 year review</p>
<p>Revision History:</p>	<p>May 2021 - New</p>