

# GALAXKEY ELECTRONIC DOCUMENT SIGN

Electronically sign and share documents securely



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PROTECT YOUR COMPANY'S DATA-WHEREVER IT GOES



Share files with confidence



Communicate securely



Protect all your data

A cost-effective and time-saving solution that increases efficiency, Galaxkey's Electronic Document Sign (EDS) allows you to go paperless and request electronic signatures for confidential or legal documents.

Galaxkey's secure platform provides powerful encryption for files on both desktop and in the cloud, ensuring peace of mind with unbeatable data protection.

Sensitive information, including user profiles, documents, signing information and audit logs, are protected on-cloud, through Galaxkey's secure cloud, and on-premise, via the Galaxkey UK based appliance server.

## ELECTRONIC DOCUMENT SIGN (EDS) ALLOWS YOU TO:

- ➔ Collaborate on document signing with anyone – inside and outside the organisation
- ➔ Sign from any writeable device (e.g. iPad, mobile phone) or web browser
- ➔ Sign on most common software packages (Microsoft Word, Excel, PowerPoint and PDF)
- ➔ Customise your signature
- ➔ Include company stamp for authenticity
- ➔ Control the signing workflow
- ➔ Set reminders and notifications

## BENEFITS TO BUSINESS

- ➔ Sensitive information is protected through world-class encryption
- ➔ Secure storage combined with audit logging ensures data integrity
- ➔ Productivity is improved by removing the hassles associated with physical document signing (e.g. printing, scanning, sharing via email)
- ➔ Automated notifications and reminders drive faster transactions
- ➔ Provides direct cost savings (e.g. printing, couriers, filing)
- ➔ Environmentally friendly paperless transactions
- ➔ Enables remote working
- ➔ Access control restricted to only authorised users to ensure confidentiality and prevent tampering

# SATISFYING KEY REQUIREMENTS FOR LEGAL ADMISSIBILITY

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**Legal admissibility of electronically signed documents depends on local regulations and discretion of the court. For instance, many countries prohibit the use of electronically signed documents for property or marital records.**

**However, there is a general consensus that the following are the key requirements for legal admissibility, all of which EDS satisfy:**

- Confirmation of the signatory's intent to electronically sign the document – EDS verifies the consent of the signatory through a pop-up acceptance before signing.
- Provide strong authentication mechanisms to verify the identity of the signatory – EDS requires password authentication, offering the possibility to use SMS-based One Time Passcodes.
- Link the signatory to the electronic signature, documents and transactions – EDS creates a signatory profile, which can only be accessed after authentication. Signatories can only sign a document after they have been invited to do so by the originator and after due authentication.
- Protect the electronic signature, process and document from unauthorised access and tampering – EDS data is protected by Galaxkey's encryption platform.
- Provide audit logs of document and signature activities – EDS records all activities carried out during the signing process – document ID, signatory (creator and recipient) usernames/IDs, date, IP address, device type, operating system and browser used. These logs can reveal any unauthorised activity.



## ABOUT GALAXKEY

Galaxkey is a UK based company that provides easy to use secure protection for all your data. Galaxkey provides the flexibility for either cloud or on-site management of encrypted data and keys. Galaxkey are able to provide a high assurance encryption platform, underpinned with government and banking grade encryption processes. This ensures compliance and security best practices for any organisation.

**Galaxkey has achieved CPA compliance and is certified by the National Cyber Security Centre (NCSC).**