

HUMAN RESOURCES

Digital Signature



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INTRODUCTION

“Adapt or die.” The prophetic phrase often attributed to Charles Darwin from his theory on the evolution of species can very much be applied to the situation facing companies today. In an increasingly competitive business landscape, the incorporation of new technologies has become a crucial component for adaptation.

Technology has always been a determining factor in the efficiency of companies, but in recent years, the explosion of information and communication technologies (ICT) has underscored its importance.

As organisations strive to set themselves apart from

competitors, the role of human capital, and capturing, developing and retaining talent, remains pivotal to success.

In recent years, human resources departments have evolved considerably, shifting focus to new technologies and more effective administrative procedures.

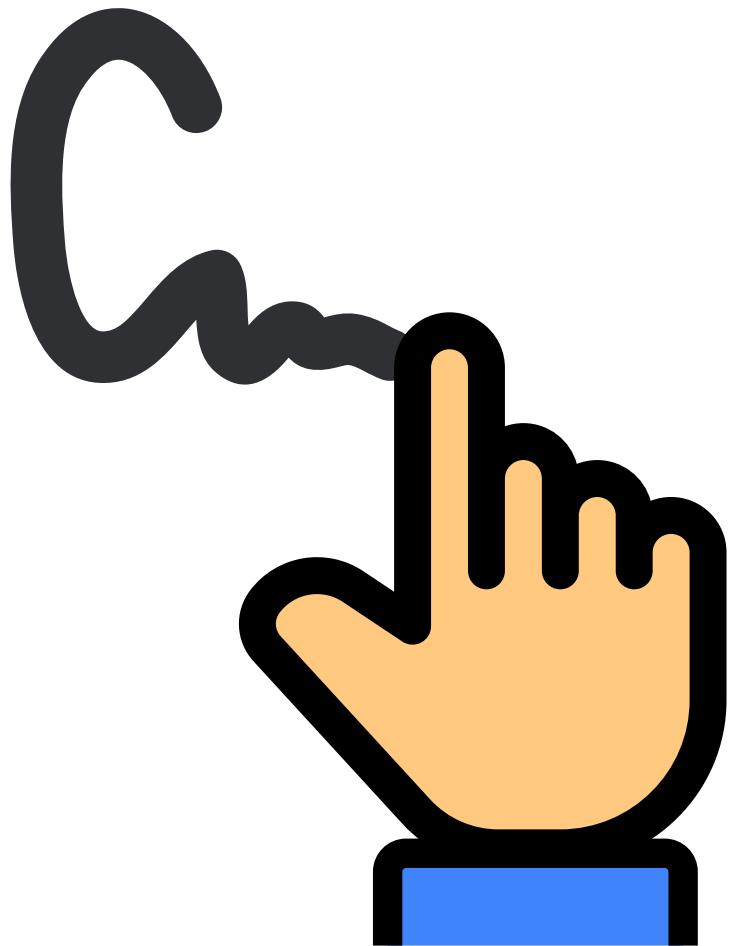
That said, many HR departments are still not taking full advantage of digital technologies, or more specifically, the benefits of digital signature.

The goal should be to dedicate more time to business activities that bring value to the company

and fulfillment to its employees, and spend less time on tedious, repetitive administrative tasks.

This report provides an overview of Docuten’s digital signature solutions and outlines the ways in which these tools can greatly improve how your company’s human resources department functions.





**DIGITAL
SIGNATURE**

1

DIGITAL SIGNATURE

1.1. WHAT IS A DIGITAL SIGNATURE?

Digital signature is a cryptographic mechanism that lets the recipient of a digitally signed document verify the legal validity and evidentiary weight of a signature. The recipient is able to:


- 1 Clearly identify the signatory.
- 2 Guarantee the integrity of the signed document; ensure that it is original and has not been manipulated or altered since its signing.

1.2. WHAT IS A TRUST SERVICE PROVIDER?

As a Trust Service Provider, Docuten establishes the appropriate procedures to guarantee the security of communications, collect evidence every step of the way, register requests and notifications, as well as archive and safeguard all documents as electronic evidence.

DETAILS ABOUT THE SHIPMENTS MADE:
Event, date and time, IP address from which it was made and details about which browser and operating system it was made from.

TRUST SERVICE PROVIDER CERTIFICATION:
The seal includes the certificate's unique verification code, as well as details of Docuten Tech S.L.


Certificación de proceso de firma

Docuten Tech S.L., en su condición de Tercera Parte de Confianza de acuerdo con lo establecido en el artículo 25 de la Ley 34/2002 de 11 de julio, de Servicios de la Sociedad de la Información y de Comercio Electrónico (LSSI CE) **CERTIFICA** las siguientes evidencias electrónicas generadas sobre el documento con fecha de creación:

INFORMACIÓN DEL ENVÍO

Remitente del mensaje
Destinatarios del mensaje
Asunto
Contenido
Adjuntos
Estado
Fecha de envío

EVIDENCIAS DEL PROCESO


El documento ha sido procesado correctamente, según consta en nuestros registros, habiéndose ejecutado su última actualización de estado el 2 de Jul.

En la siguiente tabla se muestran los diferentes eventos registrados durante el proceso (si aplica):

EVENTO	FECHA Y HORA	IP	REALIZADA DESDE

Código Seguro de Verificación:

Docuten Tech S.L. CIF: 085620078 | Río Guadarrama, 3, 2º planta, 10008 A Coruña.
Inscrita en el Registro Mercantil de A Coruña, Tomo: 3425 Libro: Archivos, Folio: 126.
Sección: General. Ivaex: C-46.206.



1.3. LEGALITY OF THE DIGITAL SIGNATURE

- **Legal basis:** Docuten's digital signature is outlined in European Regulation eIDAS (Regulation (EU) No. 910/2014 of the European Parliament and of the Council) as well as other international legislation.
- **Legal guarantees:** digital signature ensures **traceability** and guarantees the **integrity of a document**—advantages that only digital technology can offer.
- **Evidentiary validity:** if the **identity of the signatory is in dispute**, time and money spent on handwriting analyses is no longer necessary. Digital technology automatically provides all the evidence needed, eliminating any costs associated with having to consult a traditional handwriting expert.

Legal guarantees: the digital signature vs. handwritten

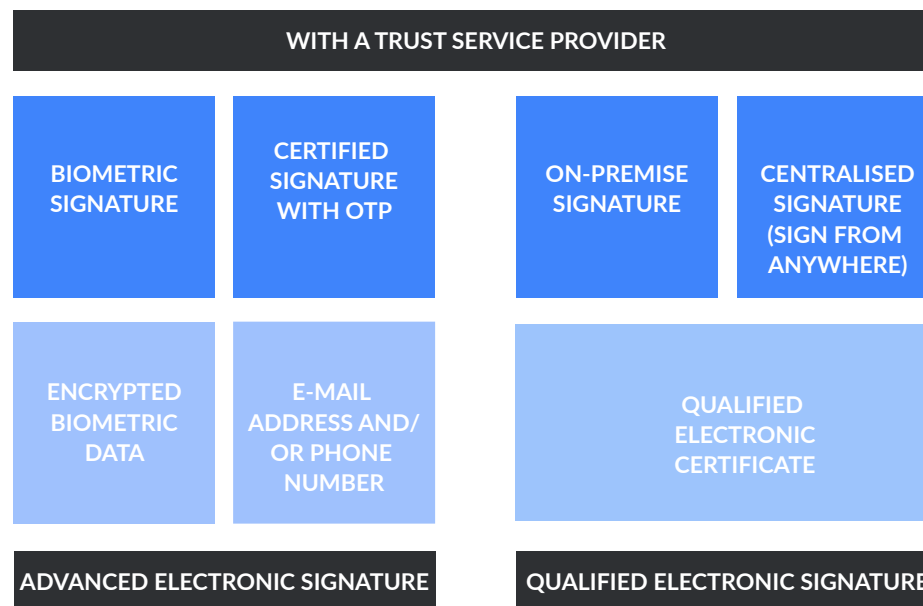


1.4. TYPES OF DIGITAL SIGNATURE

With Docuten, you can digitally sign documents using different types of digital signatures, depending on the use case.

Our **experience and knowledge** on different signature solutions enables us to **expertly advise clients** on which digital signatures will best suit their needs.

With our services, clients have the **flexibility** to use different types of signatures for different use cases.



1.4.1. Advanced electronic signature

According to Article 26 of regulation eIDAS, an advanced electronic signature should fulfill certain **requirements**:

- ✓ *"it is uniquely linked to the signatory;*
- ✓ *it is capable of identifying the signatory;*
- ✓ *it is created using electronic signature creation data that the signatory can, with a high level of confidence, use under his sole control; and*
- ✓ *it is linked to the data signed therewith in such a way that any subsequent change in the data is detectable."*

Docuten offers **two types of advanced electronic signature**. Both comply with the legal requirements listed above.



Biometric
with OTP (One-Time Password)

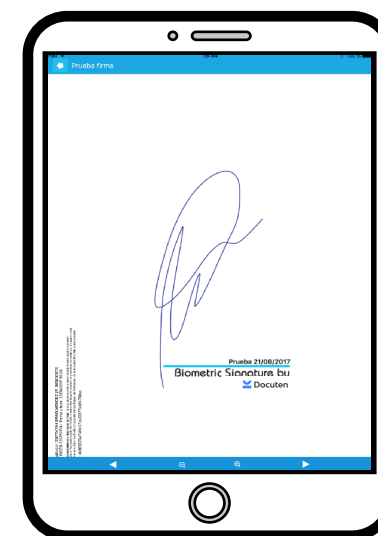
Biometric signature

Biometric signature allows you to sign documents with a handwritten signature on any mobile device (tablet or smartphone), and has full legal validity.

The Docuten mobile application sends the signed document with the biometric information encrypted in the document itself, providing complete legal guarantees. This ensures the inalterability of the document since it can't be modified after it is signed.

In addition to biometric information, the device also stores additional data, including the date and time when the document was signed.

Docuten also has a forensic verification tool that can be used by a handwriting expert if there is a legal dispute.



How to sign a document with a biometric signature

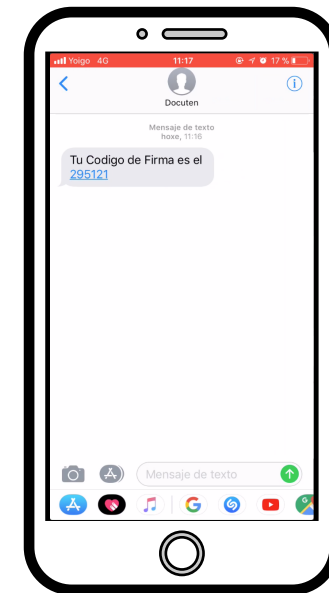


Signature with OTP (One-Time Password)

Signature with OTP (one-time password) is a digital signature done by sending a single-use code via SMS or email (depending on the information and preferences defined by the user) to the signatory.

This type of signature is certified on the server, and the identity of the signatory is confirmed through the code required to sign.

It is especially useful for companies with employees in different geographic locations.



How to sign a document with a OTP in Docuten



1.4.2. Qualified electronic signature

A qualified electronic signature offers the highest level of security. This security is achieved by using a qualified certificate through a secure signature creation device, which provides these types of signatures with a legality that is equivalent to a handwritten signature. Qualified certificates are issued by a qualified trust service provider. An example are the certificates used to access the services of the Tax Agency in Spain.



Docuten offers two possible uses for signing with a qualified certificate.



First, the certificate can be on site; meaning, on the signatory's own computer. In this way, the signature can only be done from the computer where the certificate is accessible.



Second, Docuten offers the possibility of storing qualified certificate software in the cloud. The certificate is stored on a server, which allows the signatory to access it from any computer or mobile device. Additionally, the certificate remains in the custody of the signatory, as it can only be accessed with the password that the signatory has encrypted. For added security, when the signature is executed, an OTP code is sent to the signatory's mobile to complete the signature process.

Needing to have a qualified certificate can be a requirement that complicates its use for those who sign sporadically. However, it is meant for cases where the verification of the signatory is especially important.

One example is signing commercial contracts.

How to sign a document with your own certificate



2

HR DEPARTMENT

2.1. USE CASES

From the moment an employee comes on board to the time they move on from a company, there are countless documents and communications that need to be handled. All of this can be done electronically through Docuten.

Not only does this save time and money, but it facilitates a better relationship between employers and employees. Enabling staff to sign paperwork from anywhere, on any device makes things infinitely easier for your team.

2.1.1. Recruiting

Potential employees value companies that work efficiently and streamline procedures. Candidates will appreciate the fact that the recruitment process moves faster since no one is waiting on documentation to be signed.

Digital signature helps HR departments handle all paperwork quickly and easily, making it less likely that top candidates will abandon the selection process in the middle due to stalled proceedings.



2.1.2. Onboarding

Once employees are offered the position, it is essential that companies maintain efficient and forward-thinking administrative procedures.

Electronically managing all documents associated with the hiring and onboarding of employees is part of that: employment contracts, confidentiality agreements, forms concerning occupational risk prevention or working conditions, etc.

When paperwork is handled seamlessly, employees feel better about the company and its procedures.

2.1.3. Once hired

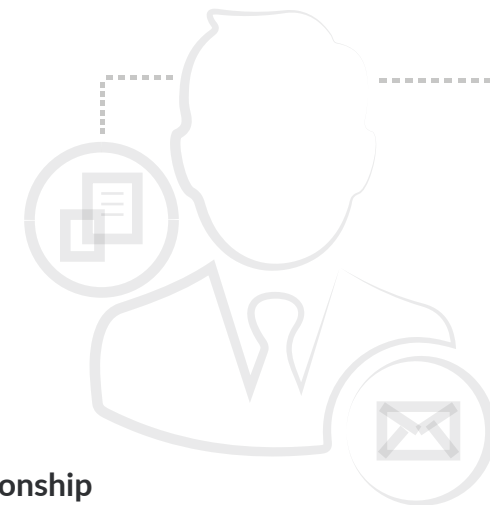
There are many documents throughout an employee's tenure at an organisation that can be managed electronically:

1. Payroll
2. Contract extensions
3. Shift changes
4. Salary increases
5. Sick leaves and leaves of absence
6. Vacation time
7. Documentation related to temporary layoffs
8. Remote work agreements

2.1.3. Ending an employment relationship

Documents that mark the end of an employee's relationship with a company can also be handled electronically:

1. Communication of termination of the employment relationship (notice of dismissal, end of contract or voluntary resignation communication).
2. Company certificate (which must be signed by the legal representative of the company).
3. Severance payment

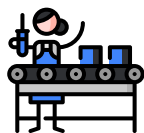


2.2. ADVANTAGES OF THE DIGITAL SIGNATURE VS. THE TRADITIONAL SIGNATURE

Digital signature offers additional benefits as compared to the traditional signature:



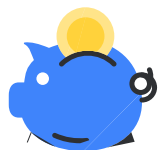
An increase in documents signed (shorter time, easier format): for certain Docuten clients, the rate of signing has increased to 60%, especially in companies with employees in different geographic locations.



Improved employee productivity: more time spent generating value for the company and less time on routine administrative processes.



Greater legal coverage: digital signature provides traceability and ensures the integrity of the document since data is collected during the process. This includes the parties involved, the time the document was signed, the geolocation, etc.



Reduced costs: using Docuten's digital signature translates into a 74% reduction in expenses related to the management, materials used, and the sending and filing of documents.



Docuten

3

WHAT DOCUTEN OFFERS

3.1. FLEXIBILITY

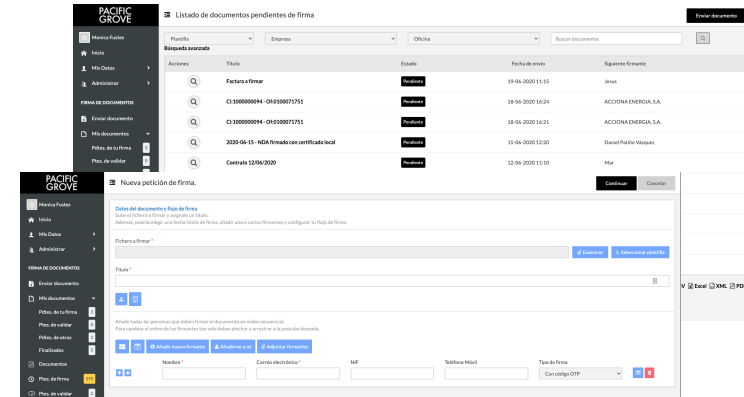
3.1.1. Everything you need in one platform

Pick and choose from a variety of features and capabilities that our products offer, including:

- ✓ Total contract management
- ✓ Advanced, customised search for pending and completed contracts
- ✓ Signing of thousands of documents in bulk (frequently used in employment contract renewals)
- ✓ Account configuration with customised access for subsidiaries and other offices
- ✓ Multi-level user capabilities

3.1.2. Customise the platform

Customise the platform to reflect your corporate image and include your company logo.





3.1.3. Integrate your systems

At Docuten we have APIs that let us connect our signature and e-invoicing services with any business software (ERP, CRM, BPM, Intranet, etc.).

✓ Custom integration

Clients contact us with their specific needs, and we handle integrating Docuten with their business systems.

Available information: [Our API](#)



3.1.4. Blockchain certification

Blockchain technology guarantees full security and legality.

Docuten operates on the blockchain, which permits auditing the existence of documents and invoices, as well as monitoring their life cycle.

- ✓ **Security:** a system that is transparent and can be publicly audited
- ✓ **International guarantees:** a transnational system protected by supranational jurisprudence
- ✓ **Legislative compliance:** nodes are in the Alastria Telsius network located in EU countries

3.2. DO BUSINESS BETTER

1 Reduce your environmental impact

At Docuten, we want to do our part. We are committed to making company administrative processes not only more efficient, but also more sustainable and environmentally friendly.

2 Decrease operating costs

Save time and money: automation reduces the time invested in managing processes, which means better use of your time and improved productivity. The cost of supplies (printing, sending, filing, etc.) are also drastically reduced.

3 Retain talent and bolster your business reputation

Using new technologies makes the onboarding process for recent hires easier, adding to a positive company image. Automation also reduces tedious tasks for your staff, which translates into more engaged, happier employees.

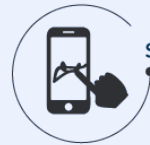
DIGITALISATION OF THE BUSINESS CYCLE MAKES SENSE



ERP/CRM CLIENTS



SERVICES DOCUTEN



SIGNATURE



INVOICE



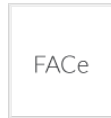
PAYMENTS



INTEGRATIONS



BLOCKCHAIN



FACe



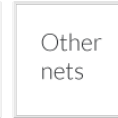
FACeB2B



PEPPOL



Tax Agency



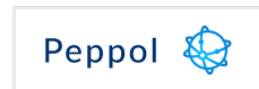
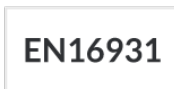
Other nets



Payment institution



LEGAL (STANDARDS)



3.3. SAVE MONEY WITH DOCUTEN

One of Docuten's main benefits is saving you money. When you **eliminate the costs associated with printing, sending, storing, and the overall management** of documents, your expenses are drastically reduced.

With Docuten, **you can save at least 80% on invoicing and sending documents** as opposed to traditional methods. Our findings support this: Docuten conducted a study comparing how much the traditional approach costs, versus digital processing (based on the administrative expenses of a medium-sized company per year). The results are pretty clear.

[Download our Whitepaper on Cost Savings](#)



TRADITIONAL METHOD

108,783.56 €

WITH DOCUTEN

20,000 €

3.4. OUR CLIENTS ARE OUR BEST ENDORSEMENTS



Nortempo

"It has been all advantages... Our product has been greatly improved by the utility of digitisation."

Javier Castiñeira

Regional Director of Nortempo

[Watch interview >](#)



Grupo Caamaño

"Right now, all documentation is sent through the platform to our employees. In addition to receiving information much faster, we don't have printing costs."

Lorena Suárez

HR Director

[Watch interview >](#)





Sales Department

981 269 685

ventas@docuten.com



Calle Gambrinus, 7, 1º D
15008, **A Coruña**



Retamar 11,
28043, **Madrid**



Golden Cross House,
8 Duncannon St,
Charing Cross
WC2N 4JF, **London**