



HR Electronic Records

Electronic Signatures in Greece: What it means for HR

What is an electronic signature?

- An electronic signature is a technical process logically associated with a document in which two (or more) individuals or organizations (the signatories) agree to rely on in order to express their intent to sign.
- Three components are necessary: a document, a signatory, and an e-signature tool. While the tool most commonly used for handwritten signatures is a simple pen, electronic signature tools are more complex.
- The term "electronic signature" is a broad category that encompasses many types (or levels) of electronic signatures. Depending on the country it is used in, there are differences in purpose, technical implementation, legal and cultural acceptance of electronic signatures.
- Most civil law countries (including the EU and most countries in South America and Asia) support a "tiered" approach with higher levels of signature called digital or qualified electronic signatures.
- Most common law jurisdictions (US, Canada, Australia, etc.) are typically more technology neutral.
- In addition, specific industries (e.g., healthcare or banking) or specific documents (e.g., marriage or adoption contracts) often require a higher level of e-signature or handwritten signature.

What are the laws and regulations in Greece?

The Greek Civil Code allows contracts to be completed in any agreed upon form, with some exceptions (such as real estate agreements).

On July 1, 2016, Regulation (EU) No 910/2014 on electronic identification and trust services for electronic transactions in the internal market (the "eIDAS Regulation") came into force and replaced the former EU Directive on electronic signatures (1999/93/EC). The eIDAS Regulation, directly applicable in the member countries of the European Union, brought uniformity - and much needed clarity - among the EU member states' local legislation on electronic signatures.

Currently, certain documents issued through the Information System of Ministry of Labour and Social Affairs (ERGANI system) require wet signatures (ex. documents regarding the termination of an employment contracts and documents for voluntary leave). This may change in the future as Greece recently incorporated the European Electronic Communications Code into Law 4727/2020, which allows for advancements relating to electronic documents.

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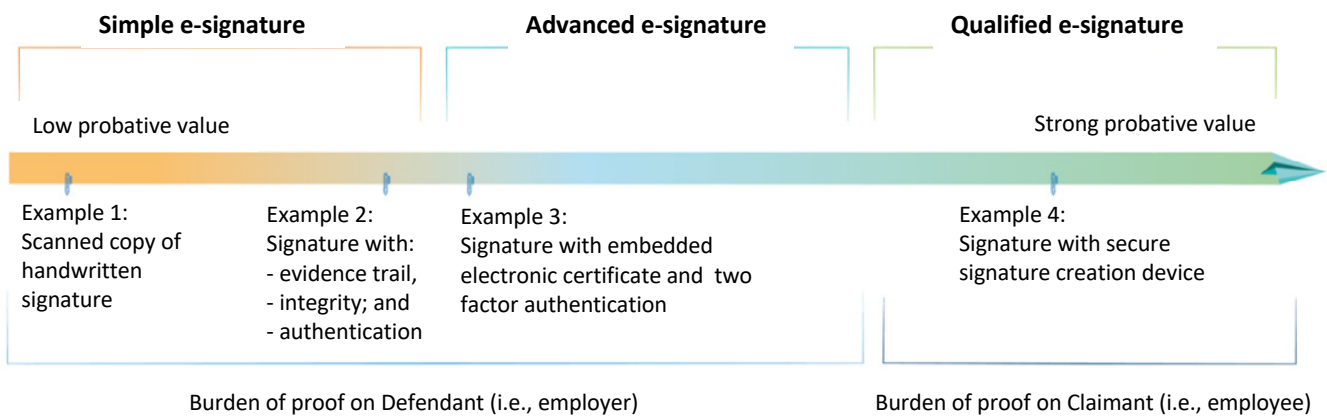
Are electronic signatures valid?

Under eIDAS, a valid electronic signature may be *simple, advanced, or qualified*. All three levels of signature are legally **valid** and defensible in court. However, the **probative value** (i.e., how easily the validity of the signature can be proven in court) will vary depending on the type (or level) of electronic signature as illustrated by the graph.

E-signatures almost always offer higher guaranties than handwritten signatures, regardless of the level of the e-signature being used:

- the **evidence trail** associated with superior electronic signature tools will allow defendant to prove the validity of the signature.
- the use of time-stamping and encryption technologies will provide a much higher level of confidence in the **integrity** of an electronically signed document compared to the limited level of protection provided by a handwritten original (unless notarized).

Probative value scale



For **simple and advanced electronic signatures**, it is the employer's responsibility to bring evidence of the validity of the signature if an employee challenges the document.

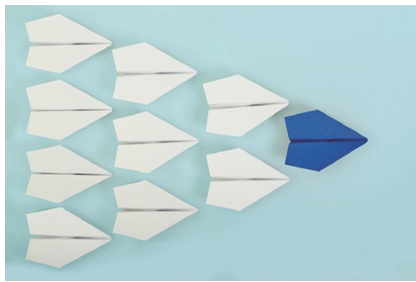
Advanced signature solutions typically offer a more robust evidence file in that regard than simple e-signatures solutions.

Qualified electronic signatures offer the same probative value as a handwritten signature it is the responsibility of the party challenging the validity of the signature (most likely the employee) to bring evidence of the signature's invalidity.

What level of e-signature is recommended for HR documents?

The vast majority of HR-related documents are suitable for simple or advanced electronic signatures. Simple and advanced electronic signature are recommended for documents with a risk factor ranging from low to medium. These are often external documents with limited risk and typically include employment agreements, company policies, employee handbook, performance reviews, expense report, etc.

Qualified electronic signatures, on the other hand, would only be justified for very sensitive documents such as credit or life insurance agreements or when specifically required by law: certain uses in the healthcare world, for example, have constraints that require qualified e-signatures.



HR Best Practices

Many employers elect to use different electronic signature solutions depending on the type of document being signed.

In Europe, customers typically use an advanced electronic signature for employment agreements as well as other HR-related agreements and rely on a strong simple e-signature solution for other less sensitive HR documents such as policies and performance reviews.

However, this decision also depends on an employer's internal culture and its level of risk-adversity.

Last updated May 2023.

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