SIGNESTO

GDPR compliance kit

Legal notice templates and a compliance guide.

Why the signature is concerned

An email signature contains personal data: name, job title, phone number, photo. It may also carry tracking links and legal notices. It therefore falls within the scope of the GDPR.

Compliance checklist

1. Record signature management in your register of processing activities.
2. Inform employees about the data used in their signature.
3. Limit fields to the information needed for the professional relationship.
4. Obtain the employee's consent before displaying their photo.
5. Sign a data processing agreement (DPA) with your provider.
6. Verify that data is hosted in the European Union.
7. Plan for updating or deleting data when an employee leaves.

Information notice template

The information in this signature is processed by [Company name] in the context of its professional relationships. You have the right to access, correct and erase your data by writing to [contact address].

Confidentiality notice template

This message and its attachments are confidential and intended solely for their recipients. If you received it in error, please notify the sender and delete it.

Employee notice template

Your email signature is now managed centrally. It uses your name, job title, department and professional phone number, taken from the company directory. For any correction or to remove your photo, contact [contact].

Tracking links and banners

- Banner clicks are measured in aggregate, without profiling recipients.
- Inform recipients in your privacy policy when tracking links are used.

> These templates are provided for guidance only: have them validated by your data protection officer.