Terms & Conditions

Overview

Digital Document Signing System (DDSS) is a SharePoint Framework (SPFx)–based solution designed to facilitate secure, legally-binding electronic signatures and document workflows entirely within your Microsoft 365 environment. This system ensures that sensitive documents never leave your tenant, providing a seamless and compliant signing experience.

Data Collection

DDSS collects and processes the following data:

- **Signatory Details:** Name, email address.
- **Signature Metadata:** IP addresses, timestamps of views/signatures.
- **Document Content:** The PDF files uploaded for signing and the resulting signed copies.
- **Workflow Data:** Signer sequences,status, and host/sender information.

All data, including the documents themselves, is stored exclusively within your organization's **SharePoint Online** libraries and lists.

Data Usage

The data collected is used solely for:

- Facilitating the electronic signature process and document routing.
- Automating notifications via Outlook or Microsoft Teams.
- Archiving finalized PDF documents in designated secure libraries. **We do not share, sell, or transfer any document content or signature data to third parties.**

Data Security & Residency

DDSS leverages Microsoft 365's enterprise-grade security, encryption, and compliance features. Because the solution is built using SPFx, all document processing occurs within the user's browser and your SharePoint tenant. No external servers are used for document storage or processing, ensuring total data residency.

User Consent & Legal Validity

By using DDSS, users and signatories consent to the use of electronic records and electronic signatures. Users acknowledge that electronic signatures carry the same legal weight as traditional handwritten signatures under applicable local laws.

Third-Party Services

DDSS does not rely on external third-party signature providers. All operations are performed natively within Microsoft 365 using SharePoint, SPFx, and Power Automate.

License

DDSS is licensed for use strictly within your Microsoft 365 tenant. You may not redistribute, reverse-engineer, or resell the application or its custom code without prior written consent.

Usage Guidelines

- **Integrity:** Users must not upload documents containing malicious code or illegal content.
- **Authentication:** Signatories are responsible for maintaining the security of their Microsoft 365 credentials used to access the signing interface.
- **Finality:** Once a document is digitally sealed and finalized, it cannot be altered without voiding the signature.

Acceptance of Terms

By installing, initiating, or signing a document via the Digital Document Signing System, you agree to be bound by these Terms and Conditions.

Contact Information

For technical support or legal inquiries regarding this system, please reach us at **info@jmsadvisory.in**.