

# Legal and technical requirements for e-Files

## part 2

HAERGI

### **ACCESS LOGS**

The tool must enable recording all events (viewing and making document changes) to enable subsequent auditing.

### **QUALIFIED ELECTRONIC SIGNATURE (QES)**

E-Files should support qualified signature software compliant with the European eIDAS standard and the PAdES format.

### **EXPORT OF FILES AND METADATA IN XML**

An XML file of the same name should accompany each e-Files document. It is metadata containing additional information about the document (e.g. Personal ID Number (PESEL), document identifier, employer's name).

### **ISSUING ORIGINAL DOCUMENTATION**

E-Files should support issuing documentation and enable the storage of receipt of documents collection and possible authorizations.

### **ISSUING DOCUMENT COPY**

The employee may request a copy of the documentation. The employer then has 30 days to implement such a request. E-Files should enable the export of all files and support the transfer process.

### **PDF FORMAT**

Scans of paper documents must be stored in **PDF format**.