

# EMAIL CONSENT FORM

The Village of Earl Grey offers residents the opportunity to receive specific municipal notices as attachments in an e-mail rather than by regular mail.

Consent to the use of e-mail for the delivery of municipal notices included agreement with the following:

**TRANSMITTING INFORMATION BY E-MAIL HAS A NUMBER OF RISKS THAT RESIDENTS SHOULD BE AWARE OF. THESE INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

- E-MAIL CAN BE CIRCULATED, FORWARD, AND STORED IN NUMEROUS PAPER AND ELECTRONIC FILES.
- E-MAIL CAN BE IMMEDIATELY BROADCAST WORLDWIDE AND BE RECEIVED BY MANY INTENDED AND UNINTENDED RECIPIENTS.
- E-MAIL SENDERS CAN EASILY MISADDRESS AN EMAIL.
- E-MAIL IS EASIER TO FALSIFY THAN HANDWRITTEN OR SIGNED DOCUMENTS.
- BACKUP COPIES OF E-MAIL MAY EXIST EVEN AFTER THE SENDER OR THE RECIPIENT HAS DELETED THEIR COPY.
- E-MAIL CAN BE INTERCEPTED, ALTERED, FORWARDED, OR USED WITHOUT AUTHORIZATION OR DETECTION.
- E-MAIL CAN BE USED TO INTRODUCE VIRUSES INTO COMPUTER SYSTEMS.
- E-MAIL CAN BE USED AS EVIDENCE IN COURT.

**THE VILLAGE OF EARL GREY** WILL USE REASONABLE MEANS TO PROTECT THE SECURITY AND CONFIDENTIALITY OF E-MAIL INFORMATION SENT AND RECEIVED. HOWEVER, BECAUSE OF THE RISKS OUTLINED ABOVE, THE MUNICIPALITY CANNOT GUARANTEE THE SECURITY AND CONFIDENTIALITY OF E-MAIL COMMUNICATION, AND WILL NOT BE LIABLE FOR IMPROPER DISCLOSURE OF CONFIDENTIAL INFORMATION. FOR THIS REASON, THE CUSTOMER MUST CONSENT TO THE USE OF E-MAIL FOR DELIVERY OF MUNICIPAL NOTICES.

1. Failure to receive an e-mailed municipal notice does not release me from my responsibility to pay any charges specified on the notice, or any penalties which may be incurred by late payment.
2. I will inform the Village of Earl Grey of any change in my e-mail address as soon as possible, to prevent the misdirection of notices and reduce the risk of my not receiving a notice.
3. I may withdraw from e-mail delivery at any time. To do so I will inform the Village of Earl Grey, and all notices which were previously e-mailed to me will be sent by regular mail.

## CUSTOMER ACKNOWLEDGEMENT AND CONSENT

Customer Name \_\_\_\_\_

Customer Mailing Address \_\_\_\_\_

Customer E-Mail Address \_\_\_\_\_

Phone # \_\_\_\_\_

*I acknowledge that I have read and fully understand this document, and consent to the delivery of specific municipal notices from the Village of Earl Grey to me by e-mail.*

**Customer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_