

# EMAIL CONSENT FORM

The Town of Langham offers residents the opportunity to receive specific municipal notices and utility notices as attachments in an e-mail rather than by regular mail.

**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, forwarded, 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 Town of Langham 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 and utility notices.

**Consent to the use of e-mail for the delivery of these municipal notices & utility notices includes agreement with the following:**

1. Failure to receive an e-mailed municipal notice or utility 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 Town of Langham 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 Town of Langham, and all notices which were previously e-mailed to me will be sent by regular mail.

## **ACKNOWLEDGEMENT AND CONSENT** **(please return signed copy to Town Office)**

Name on Account \_\_\_\_\_

Account # \_\_\_\_\_

Mailing address \_\_\_\_\_ Civic address \_\_\_\_\_

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

E-mail address \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only: Customer Number: \_\_\_\_\_ Dated Entered: \_\_\_\_\_