



VILLAGE OF STANDARD

P.O. Box 249 Standard, Alberta T0J 3G0
Tel: (403) 644-3968
email: cao@villageofstandard.ca

The Village of Standard offers residents the opportunity to receive specific municipal 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 Village of Standard 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 the improper disclosure of confidential information. For this reason, the customer must consent to the use of e-mail for delivery of municipal notices.

Consent to the use of e-mail for the delivery of municipal notices includes agreement with the following.

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 Standard 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 by filling out opting out of e-mail form provided at the Village Office, and all notices which were previously e-mailed will now be sent by regular mail.

CUSTOMER ACKNOWLEDGEMENT AND CONSENT

Customer name _____

Customer mailing address _____

Customer e-mail address _____

Customer 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 Standard to me by e-mail.

Date _____ **Customer Signature** _____

Please return completed signed form to the Village Office.

Protection of Privacy Act (FOIP) and will be for our use only including emergency notifications. Should you have any questions regarding the collection and use of your personal information, contact the Village of Standard email at: cao@villageofstandard.ca or by calling 403-644-3968.