



Residential Contact Information and Email Consent Form

Contact Name: _____

Service / Civic Address: _____

Mailing Address: _____

Home Number: _____ Work Number: _____ Cell Number: _____

Email Address: _____

Would you like to receive a copy of your tax payment receipt? YES NO (Please Check One)

Would you like to receive our newsletter and bulletins by email? YES NO (Please Check One)

Would you like to receive your utility bills by email? YES NO (Please Check One)

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 Kitscoty 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.

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 Kitscoty 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 Kitscoty, and all notices which were previously e-mailed to me will be sent by regular mail.

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

Resident signature _____ Date _____

The personal information requested on this form is being collected for the purpose of updating current contact information by the Village of Kitscoty, and is collected under the authority of and protected by the Freedom of Information and Protections of Privacy Act (FOIP). If you have any questions about the collection of this information, contact the Village of Kitscoty office at 780-846-2221.