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**Winner of the 2009 Most Livable
Communities Bronze Award – Category A**

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The Town of Carlyle now offers residents the opportunity to receive specific municipal notices as attachments in an email rather than by regular mail.

Transmitting information by email has a number of risks that residents should be aware of. These include, but are not limited to, the following:

- Email can be circulated, forwarded, and stored in numerous paper and electronic files.
- Email can be immediately broadcast worldwide and be received by many intended and unintended recipients.
- Email senders can easily misaddress an email.
- Email is easier to falsify than handwritten or signed documents.
- Backup copies of email may exist even after the sender or the recipient has deleted their copy.
- Email can be intercepted, altered, forwarded, or used without authorization or detection.
- Email can be used to introduce viruses into computer systems.
- Email can be used as evidence in court.

The Town of Carlyle will use reasonable means to protect the security and confidentiality of email information sent and received. However, because of the risks outlined above, the municipality cannot guarantee the security and confidentiality of email communication, and will not be liable for improper disclosure of confidential information. For this reason, the customer must consent to the use of email for delivery of municipal notices.

Consent to use of email for the delivery of municipal notices includes agreement with the following:

1. Failure to receive an emailed 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 Town of Carlyle of any change in my email 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 email delivery at any time. To do so, I will inform the Town of Carlyle, and all notices which were previously emailed to me will be sent by regular mail.

Customer Acknowledgement and Consent

Customer Name: _____

Customer Mailing Address: _____

Customer Email Address: _____

I acknowledge that I have read and fully understand this document, and consent to the delivery of specific municipal notices from the Town of Carlyle to me by email.

Customer Signature: _____ Date: _____