



CATTARAUGUS COUNTY CIVIL SERVICE

DEPARTMENT OF HUMAN RESOURCES

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716)938-2759

John R. Searles, Personnel Officer

Cattaraugus County Electronic Communication Consent

Please review this document carefully; you may request an additional copy at any time by calling our office. This Disclosure and Consent ("Disclosure"), applies to all communications for those products and services offered through the Civil Service application and examination process.

Communications in Writing

All Communications in either electronic or paper format from us to you will be considered "in writing." You should print or download for your records a copy of any Communication that is important to you. Consent by signing below, to receive all communications regarding services that are offered through our office.

Scope of Communications to be provided in Electronic Form

When you use a product or service to which this Disclosure applies, you agreeing that we may provide you with any communications in electronic format, and that we may discontinue sending paper communications to you unless and until you withdraw your consent as described below. Your consent to receive electronic communications and transactions includes, but is not limited to:

- Letters regarding approval or disapproval for an examination; placement on an eligible list, employment opportunities, and other closely related communication.
- Notices or disclosures about a change in communications in electronic form.

How to Withdraw Consent

You may withdraw your consent to receive communications in electronic form by submitting a request in writing. Please drop off the request in person or mail to Cattaraugus County Civil Service, 303 Court Street, Little Valley, NY 14755. Any withdrawal of your consent to receive electronic Communications will be effective only after we have a reasonable period of time to process your withdrawal.

How to Update Your Records

It is your responsibility to provide and maintain a current e-mail address. You can update information (such as your e-mail address) by submitting a request in writing. You further agree that your computer satisfies the hardware and software requirements specified below and that you have provided us with a current e-mail address at which we may send electronic communications to you.

Requirements in order to access, view, and retain electronic communications that are made available to you:

- Access to a personal computer, tablet, or smart phone with sufficient electronic storage capacity.
- An e-mail account with an Internet service provider and e-mail software.
- An operating system and an Internet connection capable of receiving, accessing, displaying, and either printing or storing Communications received from us in electronic form via a plain text formatted e-mail, or pdf attachment.

Requesting Paper Copies

We will not send you a paper copy of any Communication, unless you request it or we otherwise deem it appropriate to do so. You can obtain a paper copy of an electronic Communication by printing it yourself or by requesting that we mail you a paper copy, provided that such request is made within a reasonable time after we first provided the electronic Communication to you. A paper copy request, may be submitted, in writing request in person or by mail.

Email address

Print Name

Signature

Social Security Number

Date