



KGR BOOKKEEPING SERVICES

442 Erindale Cres.

Thunder Bay, ON P7C 4Z5

(807) 707-3949

kgr_bookkeeping@tbaytel.net

<http://kgr-bookkeeping.vpweb.ca/>

CONSENT TO USE ELECTRONIC & POSTAL SERVICE COMMUNICATIONS

KGR Bookkeeping Services communicates using, but not limited to, the following means of electronic and postal service communication (“the Services”):

- **Email**
- **Postal Mail**
- **Video Conferencing** (including Skype®, Zoom®, MS Teams® etc.)
- **Text Messaging** (including other instant messaging applications)
- **Website/Cloud Portal**
- **Secure Document Signing Applications** (Verifyle®, TaxCycle®, DocuSign®, HelloSign®, Adobe Sign®, etc.)
- **Secure Document Sharing Applications** (Verifyle®, TaxCycle®, Dropbox®, e-courier.ca®, Hubdoc®, etc.)
- **Social Media**
- **Other**

ACKNOWLEDGMENT AND AGREEMENT:

I acknowledge that I have read and fully understand the risks, limitations, conditions of use, and instructions for use of the selected electronic & postal service communication Services more fully described in the Appendix to this consent form. I understand and accept the risks outlined in the Appendix to this consent form, associated with the use of the Services in communications with KGR Bookkeeping Services and staff members. I consent to the conditions and will follow the instructions outline in the Appendix, as well as any other conditions that KGR Bookkeeping Services and staff members may impose on communications with recipient (“clients, employees, and employees of clients”) using the Services.

I acknowledge and understand that despite recommendations that encryption software be used as a security mechanism for electronic & postal service communications, it is possible that communications with KGR Bookkeeping Services and staff members using the Services may not be encrypted. Despite this, I agree to communicate with KGR Bookkeeping Services and staff members using these Services with a full understanding of the risk.



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I acknowledge that either I or KGR Bookkeeping Services and staff members may, at any time, withdraw the option of communication electronically and through the Services upon providing written notice. Any questions I had have been answered.

I acknowledge that as employee of KGR Bookkeeping Services' client, KGR Bookkeeping Services and staff members may access and share my employment related and contact information with my employer during and following my course of employment.

I acknowledge that the following contact information will be utilized by KGR Bookkeeping Service for communication of sensitive and private information, and I provide consent for KGR Bookkeeping Services and staff members to communicate through the following contact methods without further consideration of the primary account holder of the contact information. It is my responsibility to update KGR Bookkeeping Services with any changes to the following contact information through written consent.

KGR

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APPENDIX

Risks of using electronic & postal service communications

KGR Bookkeeping Services will use reasonable means to protect the security and confidentiality of information sent and received using the Services (“Services” is defined in the attached Consent to use electronic & postal service communications). However, because of the risks outlined below, KGR Bookkeeping Services cannot guarantee the security and confidentiality of electronic & postal service communications:

- Use of electronic & postal service communications to discuss sensitive information can increase the risk of such information being disclosed to third parties.
- Despite reasonable efforts to protect the privacy and security of electronic & postal service communication, it is not possible to completely secure the information.
- Employers and online services may have a legal right to inspect and keep electronic & postal service communications that pass through their system.
- Electronic communications can introduce malware into a computer system, and potentially damage or disrupt the computer, networks, and security settings.
- Electronic & postal service communications can be forwarded, intercepted, circulated, stored, or even changed without the knowledge or permission of KGR Bookkeeping Services or the recipient.
- Even after the sender and recipient have deleted copies of electronic communications, back-up copies may exist on a computer system.
- Electronic & postal service communications may be disclosed in accordance with a duty to report a court order.
- Videoconferencing using services such as Skype®, Zoom®, MS Teams®, etc. may be more open to interception than other forms of videoconferencing.

If email or text is used as an e-communication tool, the following are additional risks:

- Email, text messages, and instant messages can more easily be misdirected, resulting in increased risk of being received by unintended and unknown recipients.
- Email, text, messages, and instant messages can be easier to falsify than handwritten or signed hard copies. It is not feasible to verify the true identity of the sender, or to ensure that only the recipient can read the message once it has been sent.



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Conditions of using the Services

- If your electronic & postal service communication requires or invites a response from KGR Bookkeeping Services and you have not received a response within a reasonable time period, it is your responsibility to follow up to determine whether the intended recipient received the electronic & postal service communication and when the recipient will respond.
- KGR Bookkeeping Services may forward electronic & postal service communications to staff and those involved in the delivery and administration of your engagement services. KGR Bookkeeping Services might use one or more of the Services to communicate with those involved in your engagement services. KGR Bookkeeping Services will not forward electronic & postal services communications to third parties, including family members, without your prior written consent, except as authorized or required by law.
- You agree to inform KGR Bookkeeping Services of any type of information you do not want sent via the Services, in addition to those set out above. You can add to or modify the above list at any time by notifying KGR Bookkeeping Services in writing.
- KGR Bookkeeping Services is not responsible for information loss due to technical failures associated with your software, internet service provider, cloud based services, etc.
- KGR Bookkeeping Services is not responsible for information loss due to failures or breaches with third party document sharing/signing and cloud based storage applications.

Instructions for communication using the Services

To communicate using the Services, you must:

- Reasonably limit or avoid using an employer's or other third party's computer.
- Inform KGR Bookkeeping Service of any changes in your preferred contact information: email address, mobile phone number, or other account information necessary to communicate via the Services.
- Ensure KGR Bookkeeping Services is aware when you receive an electronic & postal service communications from KGR Bookkeeping Services, such as by a reply message or allowing "read receipt" to be sent.
- Take precautions to preserve the confidentiality of electronic & postal service communications, such as using screen savers and safeguarding computer passwords.
- Withdraw consent only by email or written communication to KGR Bookkeeping Services.