

Application for SecureDrop

If you are at work during the day, or are often out of the house, Jersey Post's convenient SecureDrop service enables us to deliver your parcels and packets even when you're not in. You simply nominate a safely accessible, weatherproof location within your property, and we'll deliver to your SecureDrop whenever you're not at home to receive an item too large to fit through your letter box.

To apply for this service, please complete the fields below and return the form, together with the following:

- An original, or certified copy* of a recent utility bill, credit card or bank statement. (Please note - the name on this must match the name on this application form.)

Your application form and documents should be sent, or delivered in person, to SecureDrop, Customer Services, Jersey Post, Postal Headquarters, JERSEY, JE1 1AA.

1 Name and address details

First name

Surname

Address

.....

..... Postcode

Contact phone number

Email address

Jersey Post will write to you at this address confirming that your SecureDrop service is active. Please allow up to 7 working days for your service to be set up.

2 Your SecureDrop

Your SecureDrop should be a secure, weather-proof place that is safely accessible, (e.g. shed, porch, garage etc) and in which you are happy for us to leave smaller items if, for any reason, you are not able to be at home when we call.

My SecureDrop is:

.....

And can be reached by (please give brief directions to your

SecureDrop):

.....

.....

*A 'certified copy' is a copy which has been certified "as a true copy of the original" by a practising lawyer, accountant, doctor, or chartered secretary (ICSA qualified) or a police officer or a Member of the Royal Court. The name and position/qualification of the person certifying the document must be included and be legible.

3 Confirmation and signatures

Please provide the names and signatures of all persons living at the address by way of consent to such SecureDrop service.

Name

Signature..... Date

Name

Signature..... Date

Name

Signature..... Date

If you require more space, please tick this box and continue on a separate blank sheet.

4 Declaration

By signing this form for the SecureDrop service, you confirm that you have the authority of all residents of the relevant address as any undeliverable items to this address will be left in the nominated SecureDrop.

You hereby agree to comply with the terms and conditions of this service set out in this document.

You must be over 18 to apply for this service.

Name

Signature..... Date

5 Confirmation

This form must be accompanied by the relevant documentation and I confirm that I have provided:

An original or certified copy* of a recent (dated within two months) utility bill, credit or bank statement. (The name on this must match the name on this form.)

For advice or assistance on applying for this service, please contact Jersey Post Customer Services on **616616**, or by emailing customerservices@jerseypost.com

OFFICIAL USE ONLY

Proof of address verified

DATE
STAMP

Signature:.....

Name:

ID no:

Date:



Jersey Post SecureDrop Service Terms and Conditions

(Version 1.2 December 2009)

1. Definitions used in these Terms and Conditions

"Application Form" means the application form for the Service.

"Confirmation Letter" means the letter sent by Jersey Post confirming the details and start date of the SecureDrop Service in respect of the Relevant Address.

"Jersey Post" means Jersey Post Limited of Postal Headquarters, La Rue Grèllier, Rue des Pres Trading Estate, St Saviour, Jersey, JE2 7QS and which shall, where the context allows, include its successors and any assigns.

"Named User" means any person or entity obtaining the benefit of the Service on your behalf, including family members and anyone noted in the Application Form.

"Relevant Address" means the postal address to which this Service is to apply.

"SecureDrop" means the safe place nominated by you on the Application Form and confirmed by Jersey Post in the Confirmation Letter.

"Service" means the SecureDrop Service which is subject to these Terms and Conditions.

"Terms and Conditions" means these terms and conditions.

"you" or "your" means the person(s) applying for the Service.

2. Using the SecureDrop Service

2.1. Application for the Service

- a. Completion of the Application Form indicates agreement with these Terms and Conditions.
- b. Jersey Post has the right to refuse any application for the Service.
- c. All addresses must be correct and contain the correct postcode – for full and correct address details please contact the Customer Services Team on 616616 or email: customerservices@jerseypost.com or log on to www.jerseypost.com
- d. Application for the Service must be made in accordance with the requirements set out on the Application Form. You must provide a fully completed form and the identification required under the heading "Verification of identification" below.
- e. Provision of the Service at the relevant address is subject to Jersey Post's agreement, exercised solely at Jersey Post's discretion, that the nominated 'safe place' is acceptable.
- f. The Service is not available to residents of flats or lodging houses or to businesses.

2.2. Authority of all persons residing at the Relevant Address

- a. It is extremely important that you have the authority of every person residing at the Relevant Address before subscribing to this Service. Jersey Post has no obligation to verify whether all such authorities have been obtained and, as set out in clause 2.3 below, has no responsibility and will accept no liability in respect of items once they have been left at the SecureDrop.
- b. If any person who is not a Named User begins occupation of the Relevant Premises you must notify Jersey Post. Jersey Post will require confirmation in writing from that new resident that they wish to use the SecureDrop service.

2.3. SecureDrop requirements

- a. The nominated 'SecureDrop' must meet the following requirements:
 - i. it must be within the bounds of the Relevant Address; and
 - ii. it must conceal any packets which are left there; and
 - iii. it must protect any packets left there from the elements (being wind, rain and/or direct sunlight); and
 - iv. it must be able to be accessed by Jersey Post without requiring a key or access code; and
 - v. it must be safe and reasonably easy for Jersey Post's staff to access.
- b. Jersey Post has the right, at its sole discretion, to decline any nominated 'SecureDrop'. If Jersey Post does decline a nominated 'SecureDrop' then Jersey Post will liaise with you with a view to finding a suitable alternative.

2.4. Service

- a. Jersey Post will commence the Service on the date notified to you in the Confirmation Letter.
- b. Items which cannot be delivered through your usual letterbox will be left in your SecureDrop and a 'Customer Advice Note' will be posted through your letterbox to advise you that the SecureDrop has been used. Please note that the Service will not apply to mail items which have special requirements, such as Special Delivery and Recorded Delivery items, or which are too large for the SecureDrop. Jersey Post may decline to leave any item in a SecureDrop at its sole discretion.

2.5. Loss resulting from the Service

- a. Jersey Post has no liability in respect of any loss incurred by you or any Named User or any other person at the Relevant Address as a result of mail items being left in the SecureDrop. By subscribing to the Service, you acknowledge that Jersey Post has no responsibility for items once they have been left in the SecureDrop.
- b. You are responsible for notifying Jersey Post of any change of address. Jersey Post has no liability for any items left in a SecureDrop if you or any Named User has moved and Jersey Post has not been notified.

3. Variation of the Service

3.1. Suspension or termination of the Service

- a. Jersey Post, at its sole discretion, has the right to suspend, terminate or limit the Service at any time. In particular, Jersey Post may suspend or terminate the Service at any time if these Terms & Conditions are breached by you or any Named User.

3.2. Cancellation of the Service

- a. Any cancellation of the Service by you must be made in writing by you or any Named Users to Jersey Post in which case Jersey Post will stop using the SecureDrop as soon as reasonably practicable.

4. Other

4.1. Personal information

- a. By requesting the Service, you and each Named User hereby authorise Jersey Post to collect, process and store the personal information requested in the SecureDrop Service Application Form and to disclose it to parties who are required to know for the purpose of providing the Service, including any parties related to Jersey Post. Jersey Post is required to comply with data protection legislation applicable in Jersey.
- b. In addition, by subscribing for the Service, you hereby give your consent to Jersey Post to check from time to time whether you or any Named User have applied for any redirection service and, if any redirection is identified, to terminate the Service in respect of the Relevant Address.

4.2. Verification of identification

- a. Jersey Post requires verification of your identity and address. If there is any change to the information contained in these documents, or if you change address, you will provide Jersey Post with new documents recording such changes within 30 days of such changes occurring.
- b. The following verification of identification must be provided to subscribe for this Service:
 - An original or certified copy of a recent (dated within the last two months) utility bill, credit card or bank statement. The name on which must match the name on the application form.
(A 'certified copy' is a copy which has been certified 'as a true copy of the original' by a practising lawyer, accountant, doctor, or chartered secretary (ICSA qualified) or a police officer or a Member of the Royal Court. The name and position/qualification of the person certifying the document must be included and be legible.)

4.3. Amendments to Terms and Conditions

- a. Jersey Post reserves the right to amend these Terms and Conditions at any time. The provision of the Service is subject to compliance with these Terms and Conditions.

For further information please contact the Customer Services team on **616616**, fax **871629** or log on to www.jerseypost.com