

Jersey Post SecureDrop Service Terms & Conditions

1. Definitions used in these Terms and Conditions

- "Application Form" means the application form for the Service.
- "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.
- "Relevant Address" means the postal address to which this Service is to apply.
- "Service" means the SecureDrop Service which is subject to these Terms and Conditions.
- "Require a signature" means services that must be signed for by the recipient in order to complete the delivery process
- "Terms and Conditions" means these terms and conditions.
- "you" or "your" means the person(s) applying for the Service.
- "RDP" means Postal Headquarters, Rue de Pres Trading Estate.
- "SecureDrop" means a secure, weatherproof location at your premises for the delivery of mail too large for a letterbox, or where appropriate for items that require signature on delivery.

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.
- e. Provision of the Service at the relevant address is subject to Jersey Post's agreement and exercised solely at Jersey Post's discretion.

2.2. Authority of all persons residing at the Relevant Address

- a. Registration for SecureDrop is on a household basis. All persons residing at the Relevant Address will receive the Service.
- b. 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.

2.3. Service

- a. Customers signed up to SecureDrop service agree to Jersey Post delivering mail to their SecureDrop location.
- b. Parcels small enough to fit through a letter box will be delivered as normal. Any items requiring signature cannot be left in your SecureDrop location unless your property is registered for SecureDrop Signature.

- c. You are responsible for notifying Jersey Post of any change of address. Jersey Post has no liability for any items directed to the designated collection point, if you have moved and Jersey Post has not been notified of the move and/or new address.
- d. *Customers signed up for either SecureDrop Neighbour or SecureDrop Signature agree to the delivery of items requiring signature to either their SecureDrop location or to a neighbour as per the stipulations of the specific service.

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.

3.2. Cancellation of the Service

- a. Any cancellation of the Service must be made in writing to Jersey Post in which case Jersey Post will stop using the service as soon as reasonably practicable.

4. Other

4.1. Personal information

- a. By requesting the Service, you 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 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 change to details

- a. If there is any change to the information contained in the application form, or if you change address, you will provide Jersey Post with new information within 30 days of such changes occurring.

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 or by emailing customerservices@jerseypost.com.