



THE LANTERN COMMUNITY

“living, learning and working together”

Folly Farm
Lane Ringwood
Hampshire
BH24 2NN
01425 479926
info@lanterncommunity.org.uk
www.lanterncommunity.org.uk

The Lantern Community **Communication with Members**

Dear Applicant,

Should you be accepted as a Member of The Lantern Community, the Charity is now able to offer its Members the opportunity to receive documentation electronically.

Taking advantage of this will allow the Charity to reduce its environmental impact, by limiting the amount of paper it uses, and will also help keep its printing and postage costs down. This letter explains how the Charity would like to do this, with your agreement.

The Lantern Community Articles of Association already allow the Charity to send or supply notices, documents and information to its Members in electronic form, including via a website. This means that the Charity can take the next step allowing it to take advantage of the above.

Communication by Email

If you agree to receiving communications and documents by email, we need your consent to do this. There are several ways you can give this:

1. You can fill in the first part of the form attached to this letter, and return it to us;
2. You can email a scanned copy of the signed form to simon@lanterncommunity.org.uk; or
3. You can send an email to simon@lanterncommunity.org.uk as follows:

I give my consent for the Charity to send or supply documents or information to me by electronic means, including email and website communications.

Please also note the following:

1. If you agree that we may communicate with you via email, and provide us with an email address for this purpose, any email communication will be deemed to have been received by you on the same day it is sent to the email address which the Charity has on file. The Charity will not be responsible for any failure in transmission beyond its control.
2. The Charity takes all reasonable precautions to ensure that no viruses are present in any communication it sends out, but it cannot accept responsibility for any loss or damage arising from the opening or use of any email or attachments from the Charity, and recommends that you subject all messages to virus checking procedures prior to use.

Communication by Website

1. If you agree we can provide all Members' information and documentation to you via the Charity's website, there is **no need for you to do anything**. By not responding, we can under company law record that you are deemed to have given your consent.
2. If however you do **not** agree to us providing information via the charity's website, please fill in the second part of the form attached to this letter and return it to us with your application form.
3. Members receiving communications via the Charity's website will be notified (either by post or, if you have agreed to email communication, by email) whenever a notice or document has been made available on the website. Communications via the charity's website will include notices of Members' meetings and the Charity's annual report and accounts. In the event that specific software is required to access information on the Charity's website, it will be available via the website free of charge.

Any agreement in response to this letter will stand until such time as the Charity receives alternative instructions from you. It is your responsibility to notify the Charity of any change to your name, address, email address or other contact details.

Yours sincerely,



Simon Figg
Company Secretary

The Lantern Community

COMMUNICATION BY EMAIL AND VIA WEBSITE

Please complete the following:

Name.....

Address.....

.....

.....

Electronic communications

I give my consent for the Charity to send or supply documents and information to me using electronic means including email and website communications. My email address for this purpose is:

Email Address

Signed.....

Date.....

Website communications (only complete if necessary)

Communications via the Charity's website

If you **do not** agree to receiving communications via email and the charity's website please sign below.

I do not wish the charity to supply me with documents and information via email and its website.

Signed.....

Dated:.....

Please return this form to: The Secretary, The Lantern Community, Folly Farm Lane, Ringwood Hampshire BH24 2NN or scan a copy to simon@lanterncommunity.org.uk . You may also respond by email using the wording set out in the letter accompanying this form.