



REGISTER of QUALIFIED GENEALOGISTS

Electronic Communications Notice

1. Delivery of Documents in Electronic Form

Once consent is obtained the Company will, as far as is practicable, send all future documents and information to its members in electronic form. The Company may deliver documents:

- 1.1 through the email address supplied by each member;
- 1.2 by hand or post on disk or other electronic data storage media; or
- 1.3 by making the document or information available on a website as set out at paragraph 2 below.

2. Availability on a Website

- 2.1 When a document or information is to be communicated by means of a website, the Company will notify members of the availability of the document(s) or information ("Notification of Availability"). The Notification of Availability will specify:
 - 2.1.1 the documents or information present on the website;
 - 2.1.2 the address of the website;
 - 2.1.3 the place on the website where it may be accessed; and
 - 2.1.4 how to access the document or information.
- 2.2 The address of the website that the Company will ordinarily use for the purpose of communicating such documents and information is www.qualifiedgenealogists.org. The Company reserves the right to make documents and information available at a different address. Members will be notified of any such alteration in the Notification of Availability.
- 2.3 The Notification of Availability will be sent via email to the email address held on file.

3. Internet Access

In order to access electronic communications sent by the Company, members will need access to e-mail, the internet and the World Wide Web. Each member is solely responsible for securing such access and paying all associated costs. Furthermore each member must notify the Company of any change to the email address or any other electronic address which has been specified for the purpose of receiving electronic communications from the Company.

4. **Format of Documents**

The Company will endeavour to ensure that all documents are provided in portable document format (pdf). In order to view the documents members will require Adobe Acrobat Reader available from <https://get.adobe.com/uk/reader/> (for UK version).

5. **Right to Hard Copy**

Members are entitled to receive a hard copy version of any document or information received electronically from the Company. The Company must provide a hard copy version within 21 days of the receipt of a request, free of charge.

6. **No Obligation on Company to Use Electronic Communications**

There may be circumstances in which the Company prefers or is obliged to send or supply documents or information in hard copy format. This consent notwithstanding there is to be no obligation on the Company to use electronic communications.

7. **No Obligation to Consent**

There is no obligation or requirement placed on members to consent to the use of electronic communications. Consent can be withdrawn at any time provided that the member gives notice of such revocation to the Company.