Roger Blanpain and Marc Van Gestel

Use and Monitoring of E-Mail, Intranet and Internet Facilities at Work

Law and Practice

KLUWER LAW INTERNATIONAL

Studies in Employment and Social Policy

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In the series Studies in Employment and Social Policy this book *Use and Monitoring of E-Mail, Intranet and Internet Facilities at Work* is the twenty-seventh title.

The titles published in this series are listed at the end of this volume.

List of Abbreviations

ABVV	*Algemeen Belgisch Vakverbond* [Belgian General Federation of Labour]
ACLVB	*Algemeen Centrale der Liberale Vakbonden* [Federation of Liberal Trade Unions of Belgium]
ACV	*Algemeen Christelijk Vakverbond* [Confederation of Christian Trade Unions]
BBTK	*Belgische Bond van Bedienden, Technici en Kaderpersoneel* [national white-collar union affiliated to the Belgian General Federation of Labour]
B.S.	Belgisch Staatsblad [Belgian Official Gazette]
BVBA	Ltd (company with limited liability)
BW	Burgerlijk Wetboek [Civil Code]
CCTV	closed-circuit television
CEO	chief executive officer
CNE	*Centrale Nationale des Employés* [French-speaking white-collar section within the Confederation of Christian Trade Unions]
HR	human resources
ICT	information and communications technology
ILO	International Labour Organization
IT	information technology
J.T.T.	Journal des Tribunaux de Travail
LBC	*Landelijke Bedienden Centrale* [Dutch-speaking white-collar section within the Confederation of Christian Trade Unions]
No.	number
NV	plc (public limited company)
NVK	*Nationaal Verbond Kaderpersoneel* [union for professional and managerial staff]
OJ	Official Journal of the European Communities
PC	personal computer
R.W.	Rechtskundig Weekblad
Sw.	Strafwetboek [Criminal Code]
tu	trade union
UNI	Union Network International
VBO	*Verbond van Belgische Ondernemingen* [Federation of Belgian Enterprises]
VDU	visual display unit
WAP	Wireless Applications Protocol

Code of Practice

Use and Monitoring of E-Mail, Intranet and Internet Facilities at Work

The company encourages the use of on-line communications and has drawn up a Code of Practice.

As an employee/user, you have been informed and consulted about the content of this Code.

The complete text of the Code is available on the company's Web site. The following rules incorporate its essential provisions.

1. The communications facilities provided by the company are intended only for work-related use. And all such use should be in a manner that promotes the company's image and the quality of the work of those concerned.
2. Private use of these communications facilities is permitted provided it does not jeopardize the efficient operation of the service. In cases of private use, indicate the fact in the communication concerned. Store incoming private e-mail in a clearly marked folder.
3. In the interests of keeping the network secure, protecting data confidentiality, socially acceptable standards of use, preventing overloading of the network and ensuring continuity of the service supplied by the company, permanent monitoring of use is carried out.
4. This monitoring takes place only in so far as is necessary and with due respect for the right to personal privacy.
5. The company has the right to oversee the work-related use of communications facilities and to examine the content of the communications concerned. It intercepts one out of every 100 e-mails and can examine their content.
6. In the case of private communications, where there are serious grounds for suspecting failure to observe the Code of Practice they can be examined as to their number and/or content in the presence of the employee concerned, possibly with the assistance of an accompanying trade union representative.
7. You have a right of access to all data stored regarding your on-line communications and can request their rectification.
8. The disciplinary sanctions for failure to observe the Code of Practice are decided by the company in accordance with the works rules as laid down in the company's staff handbook.

Table of Contents