



**Authorization to open any mail directly addressed to me and to monitor my answering machine at times when I am absent**

For information of the procedure etc. regarding opening of mail, monitoring of answering machines when staff are absent, see the Vice-Chancellor's decision of 2014-11-11, Ref. No. FS 1.1.2-1109-14.

- I allow for any mail that is addressed to me and received by Umeå University, that is not of obviously private nature, to be opened by another member of staff appointed by the Head of Department/Unit at times when I am absent.
  
- I allow for my answering machine/voice mail box connected to the Umeå University switchboard, or another phone contract concluded by Umeå University, to be monitored by another member of staff appointed by the Head of Department/Unit at times when I have been absent from work for more than three consecutive days.

The above permission shall only be valid on the condition that the person appointed by the Head of Department/Unit to open my mail and monitor my telephone messages has agreed in writing not to disclose messages or information of private nature.

Umeå, date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_

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(Signature)

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Clarification of signature