



Central mail opening

KTH Regulations, Internal Regulation No. 1/06.

Central mail opening entails that all mail addressed to an employee will be opened by a specialist function within the department or equivalent.

All mail addressed to the organisation (KTH/department name on top line of address) as well as mail addressed to you personally (your name on the top line of address) will be opened at the central mail opening function. Current legislation (Chapter 4, Paragraph 9 of the Criminal Code) however does not permit KTH to open mail items which are addressed to an individual unless that person gives his/her permission.

Please Note. Mail items marked "personal" or similar are excepted from the central opening routine and may not be opened by anyone other than the addressee.

I have read and understood the current information on central opening of mail and on regulations for mail addressed to individuals.

I agree that mail addressed to me may be opened at the central mail facility.

I do not agree that mail addressed to me may be opened at the central mail facility.

Unit/Department

Signature

Date

Name in block letters

This form should be handed over to the registrar's office of the department, or otherwise as announced locally.



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In the absence of your approval for central opening of personally addressed mail, you are responsible for ensuring that you are aware of how to assess requirements for registration of documents, and that the documents, where appropriate, are brought to the attention of the Registrar.

Information regarding which documents must be registered is available in regulations covering records management, KTH Regulations, Internal Regulation No. 7/08.

For questions, please contact the registrar's office at your school.

I have read the regulations covering registration:

Unit/Department

Signature

Date

Name in block letters