

EUROPEAN PRIVACY OFFICERS NETWORK

2nd meeting – 24 April 2002

10.00 – 16.00

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| 9.45 | Coffee and Registration | |
| 10.00 | 1. EPON Introduction <ul style="list-style-type: none"> • Report from last meeting | Sandra Kelman <i>Privacy Laws & Business</i> |
| 10.15 | 2. EPON Role & Procedures Discussion of the proposals for the future development of the network include; <ul style="list-style-type: none"> 2.1 Hosting of EPON meetings 2.2 Chairing of EPON meetings 2.3 Rules of Procedure – <ul style="list-style-type: none"> • Confidentiality statement • Membership issues 2.4 Update on MoFo relationship 2.5 Election of chairperson and vice chair (if agreed). | Secretariat |
| 11.00 | COFFEE | |
| 11.20 | 3. Demonstration of Intranets Points to discuss: <ul style="list-style-type: none"> 3.1 By whom is the Intranet accessible? 3.2 Demonstration of its capabilities. 3.3 Is it monitored <ul style="list-style-type: none"> (i) For individual use? (ii) To gather anonymous statistical data? 3.4 Which countries are covered? <ul style="list-style-type: none"> (i) Are there differences in the Intranet sites offered to different countries? 3.5 Which data protection/privacy issues are addressed? 3.6 Relationship between Intranet training and other training media. 3.7 Are there different levels of access for different levels of staff? 3.8 Updating – frequency. 3.9 Resources required – human & financial. 3.10 Design – internal/external. 3.11 Practical problems. 3.12 What works well? | 2 member organisations (to be advised) |
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| 12.45 | LUNCH | |
| 14.00 | <p>4. Employee Monitoring Points for discussion</p> <p><i>4.1 . How does your organisation monitor employee:</i></p> <ul style="list-style-type: none"> a. Telephone usage b. E-mail usage c. Internet access <p><i>4.2 . Testing for:</i></p> <ul style="list-style-type: none"> a. Alcohol b. Drugs <p><i>4.3. Does your organisation:</i></p> <ul style="list-style-type: none"> a. Provide pre-employment health screening? b. Provide health care services and/or counselling services during employment? If so, who has access to this data? c. Have any sort of employee video surveillance? <p><i>4.4 Describe the process your organisation undertook when drafting its monitoring policy.</i></p> | Members (5-10 minutes each) |
| 15.15 | <p>5. EPON Points for discussion</p> <ul style="list-style-type: none"> ➤ Development of e-network / Possible Bulletin Board. ➤ Newsletter initiative. ➤ Programmes for future meetings. | All |
| 15.45 | <p>Summary Future actions and timetable for future meetings</p> | Secretariat |
| 16.00 | TEA & CLOSE | |