

Video Surveillance at work

What's allowed and what's not?

Always ask yourself: **is video surveillance really more important than your staff's privacy?**



Do's

- 1 **Always inform employees and visitors that there are cameras installed**, for example using signs.
- 2 **Always discuss with your personnel** the reasons why there's video surveillance.
- 3 **Safeguard the surveillance images** properly.

- 1 Don't use video surveillance **to spy on employees.**
- 2 Don't install cameras in **bathrooms, saunas or other 'sensitive' areas.**
- 3 Don't use video surveillance unless **you have a good reason.**

Don'ts

Video Surveillance at work

What's your employer allowed to do
and what's not allowed?



Do's

- 1 He must **explicitly inform you about video surveillance** at work.
- 2 He must **clearly explain why** video surveillance really is needed.
- 3 He can use surveillance cameras **for security**.

- 1 He can **not install cameras in 'sensitive' areas** such as bathrooms or saunas.
- 2 He can **not spy on you** using surveillance cameras.
- 3 He can **not use video surveillance to address you** about your conduct at work.
- 4 He can **not use video surveillance to evaluate you** on your work performance.

Don'ts

Hidden Cameras at work

What's allowed and what's not?

Always ask yourself:

Is surveillance using hidden cameras really more important than your staff's privacy?



Do's

- 1 Only use hidden cameras **temporarily in special situations**, such as theft and fraud.
- 2 **Demonstrate that you first tried other methods** to prevent theft or fraud.
- 3 **Inform your staff in general terms** that you may start using hidden cameras in the future.
- 4 **Always inform your staff afterwards** that you have used hidden cameras.

- 1 Don't use hidden cameras **to spy on your staff**.
- 2 Don't use hidden cameras **to train your staff**.
- 3 Don't use hidden cameras **for 'mystery shopping'**.
- 4 Don't use hidden cameras **permanently**.

Don'ts

Hidden Cameras at work

What's your employer allowed to do and what's not allowed?



Do's

- 1 He can **only use hidden cameras in special situations** such as suspected theft or fraud.
- 2 He must first **demonstrate that he has done other things to prevent** suspected theft or fraud.
- 3 In almost all instances, **he must inform you in advance** about the possible use of hidden cameras.
- 4 He must **inform you afterwards in all cases** when hidden cameras were used.

- 1 He is not allowed to **secretly film you** for training purposes.
- 2 He is not allowed to **secretly film you during mystery shopping**, even if he first asks for your permission.
- 3 He is not allowed to **use hidden cameras permanently**.

Don'ts

Screening candidates and the use of social media and internet



What's allowed and what's not during the job application phase?



Do's

- 1 Only screen applicants **if you have a good reason**.
- 2 Ensure that you **comply with all legal requirements** when screening.
- 3 **For every position ask yourself** whether screening is necessary.
- 4 **Decide in advance** what information really is relevant to you.
- 5 **Always inform applicants** about the screening, for example in the job vacancy text.

- 1 **Don't ask about an applicant's health** unless the job requires a medical assessment.
- 2 **Don't blindly believe** all the information about applicants found on the Internet.
- 3 Bear in mind that information found on the Internet is **not necessarily true**.
- 4 Never conduct screening **in secret**.

Don'ts

Screening and the use of social media and internet when applying



What's your employer allowed to do and what's not allowed during your job application phase?



Do's

Privacy tip for during your application phase

You can protect your profiles on social media sites using their privacy settings if you don't want your future employer to have access.

- 1 He can screen you only if he has a **good reason for doing so and the (legal) requirements** are complied with.
- 2 He must **inform you of the screening beforehand**, for example in the job vacancy text.
- 3 He can **only request information about you that is relevant to the position** for which you are applying.
- 4 He can only inquire about your health if a **medical assessment is required by law** for the position that you are applying for.

- 1 He is never allowed to screen you **without you knowing**.
- 2 He is not allowed to screen you if he does **not comply with the legal requirements**.
- 3 He is not allowed to request information about you that is **not relevant to the position that you are applying for**.
- 4 He is **not allowed to ask about your health** if this is not required for the job.

Don'ts

Private use of email, internet and social media at work



What's allowed and what's not?

Be aware that you cannot completely prohibit the private use of email and internet during work hours because your staff is entitled to a certain degree of privacy at work.



Do's

- 1 **Establish clear rules** for the use of e-mail, internet and social media at work.
- 2 **Inform your staff beforehand** of these rules and establish clear guidelines.
- 3 **Indicate how you're going to monitor this use** and what the consequences of misuse are.
- 4 Ensure your monitoring **complies with all legal requirements**.

- 1 **Don't randomly monitor e-mail and internet**, but only in cases of suspected misuse and under specific conditions.
- 2 **Don't simply place personnel information** such as an employee's name, position and their picture on **your (company) website**.
- 3 **Don't require your staff to post personal information** on social media sites such as LinkedIn.

Don'ts

Use of email, internet and social media at work



What's your employer allowed to do and what's not allowed?



Do's

Privacy tip during permanent employment

You can protect your profiles on social media sites using their privacy settings if you don't want your employer to have access.

- 1 He must inform you about **the specific guidelines for email, internet and social media use.**
- 2 He must **inform you** that your email, internet and social media use **could possibly be monitored.**
- 3 He can only monitor your email and internet use at work **if misuse is suspected** and if the monitoring meets certain conditions.
- 4 He can only monitor what you are doing on social media if there's **a good (legally based) reason.**

- 1 He is **not allowed to completely prohibit the private use of e-mail and the internet** during work hours because, as an employee, you are entitled to a certain degree of privacy at work.
- 2 He is **not allowed to simply put information**, such as your name, position and your picture, **on the (company) website.**
- 3 He is **not allowed to require you to post personal information** on social media sites such as LinkedIn.

Don'ts

Calling in sick at work

What's allowed and what's not?



Do's

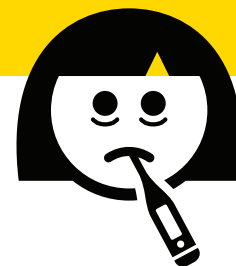
- 1 You are allowed **to ask sick employees for information** will help you to assess how to continue their work during their absence.
- 2 You are allowed to ask sick employees what they are still able to do if they stay at home and when they think they will be able to return to work.
- 3 Be aware that only the occupational health service (arbodienst) or the company doctor is **allowed to ask employees to fill in questionnaires about their medical history and medication.**

Don'ts

- 1 You are **not allowed to ask sick employees specifically what their condition is** and what the cause of their sickness is.
- 2 You are **not allowed to record what a sick employee's condition is**, even if they themselves tell you what it is.
- 3 You are **not allowed to ask a sick employee to fill in a questionnaire** asking for information about their medical history or medication.

Calling in sick at work

What's your employer allowed to do and what's not allowed?



Do's

- 1 When you call in sick he can **only ask for information that is necessary so your work** can continue during your absence.
- 2 He can **ask you when you expect to return to work** and what you are still able to do.
- 3 **Only the occupational health service (arbodienst) or the company doctor is allowed to ask you to fill in questionnaires** about your medical history and medication.
- 4 The occupational health service (arbodienst) or the company doctor is **not allowed to provide this information to your employer.**

- 1 He is **not allowed to ask you specifically what your condition is.**
- 2 He is **not allowed to ask you what the cause of your condition is.**
- 3 He is **not allowed to record information that you yourself provide about your condition.**
- 4 He is **not allowed to ask you to fill in a questionnaire** about your medical history or medication.

Don'ts