



SÖDERTÖRN UNIVERSITY | STOCKHOLM  
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## Power of attorney – consent for personally addressed correspondence to be opened

### Background

Pursuant to the obligations regarding access to public documents that are described in the Freedom of the Press Act, the provision of service as stated in the Swedish Administrative Procedures Act and the registration requirements in the Public Access to Information and Secrecy Act, Södertörn University has decided rules for the handling of personally addressed letters, e-mail, and voicemail in case of an employee's absence (reg. no. 126-1.1.2-2018). In accordance with this decision, employees at Södertörn University must provide a power of attorney that allows the opening, checking and, when necessary, registration of personally addressed letters.

The signed power of attorney is given to the line manager and kept at the relevant school/department/unit.

If the power of attorney is not provided, an employee may be required to return to the workplace from their leave/absence to open and check personally addressed letters.

### Power of attorney

By signing this power of attorney, I consent to the university (a manager or an employee appointed by the manager) opening and checking correspondence that has arrived at the university and is addressed to me personally, in case of my absence.

The manager or employee appointed by the manager to open personally addressed correspondence must immediately stop reading and not disseminate the information if the letter has been sent to the employee in the capacity of their work in another position, for example trade union representative, or is of an obviously private character.

This power of attorney is valid from the day of its signing until it is revoked.

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Signature

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School/department/unit

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Name in block capitals

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Date