

## Big Brother is watching you... Privacy in the workplace

### Lesson 4

This time, privacy issues are at stake. Enjoy! ☺

The Internet has become a [ ] presence in the American workplace. Two-thirds of employees in medium and large companies in the United States now have Internet access, compared with fifteen percent only two years ago. (...)

The Internet offers many opportunities for companies. Companies using the Internet can reduce [ ], because human tasks can be automated, data can be transferred more efficiently, and the company needs less real estate and [ ]. In addition, companies using the Internet can monitor their competition, quickly [ ] information, and [ ] communication with employees and customers. (...)

However, in addition to using the Internet, especially the World Wide Web and e-mail for [ ] purposes, employees are also using the Internet for personal use, whether for sending personal e-mail messages, playing games, downloading pornography, ordering goods online, checking stock prices, or gambling. (...)

Employers are also [ ] the difficult issue of whether to restrict employee Internet and e-mail use when the employee is off-duty and off the workplace [ ]. Furthermore, Internet technology has created additional opportunities for employers as well as dilemmas regarding its use. (...) For example, Internet technology facilitates [ ] which offers advantages for both employers and employees. However, telecommuting also creates dilemmas as to how much control the employer should have over the employee's electronic communications [ ] the fact that the computer equipment is maintained in the employee's home.

Retrieved from: S. E. Gindin, *Guide to E-Mail and the Internet in the Workplace*, 1998.

Fill each gap with a suitable word or phrase from the list below:

facilitate	in light of	operating costs	telecommuting
inventory	retrieve	pervasive	
work-related	premises	grappling with	