


# POLICY

	Policy:	<b>Electronic Monitoring Policy</b>		
	Department:	Treasury		
	Division:	Human Resources	By-Law No.:	N/A
	Administered By:	Human Resources	Effective Date:	October 11, 2022
	Replaces:	N/A		
	Attachment(s):	N/A		

## 1. PREAMBLE

This Electronic Monitoring Policy (the “Policy”) has been implemented to inform employees that the Corporation of the Town of Carleton Place (the “Town”) electronically monitors employees and to describe how and in which circumstances employees are electronically monitored and the purpose for which the information obtained through electronic monitoring may be used.

This Policy is intended to outline the Town’s electronic monitoring practices and should be read alongside the Town’s associated policies, any relevant and applicable legislation, and any other policy that may become applicable and/or relevant.

## 2. PURPOSE

2.1. This policy is compliant with the *Employment Standards Act, 2000*

## 3. SCOPE

3.1. This Policy applies to all employees, as defined by the Ontario *Employment Standards Act, 2000* (“ESA”), whether they are working remotely, in the workplace, or are mobile. For clarity, “employee” under this Policy means only those employees of the Town which are considered employees under the ESA.

## 4. DEFINITIONS

4.1 Electronic Monitoring means using technological, electronic, or digital means to track, observe, or monitor an employee’s actions.

## 5. INTERPRETATIONS

5.1 Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a by-law or Town policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

## 6. POLICY STATEMENT

The Town of Carleton Place electronically monitors employees as follows:

- a. Building access systems record the date, time and access each time an employee’s key fob is used whether access is granted or not. This information is used for auditing and security purposes.

- b. Video surveillance is used at some locations and is recorded for the purpose of health and safety of employees and security of property. Real-time monitoring of video surveillance may occur for the purposes of ensuring the health and safety of employees.
- c. Building security systems record the date and time when the system is armed and disarmed and by employee code. This information may be used for auditing and improving security.
- d. Employees are required to use the MESH Tracks app whenever utilizing snow plowing equipment. Information recorded may include vehicle location and vehicle speed. This information is collected to meet regulatory compliance, addressing public complaints and auditing.
- e. Fire personnel may use the Who's Responding App to update their availability to respond to calls for service. If utilizing, informed recorded includes availability, location and tracking of their movements. This information is used to determine response capability, time response to the Fire Hall or on scene and whether mutual aid assistance is required.
- f. Employee activity on Town computers and personal computers when accessing Town networks including cloud-based services is logged when computers and other network devices are in use. The information recorded may include logging on/logging off of devices, access to network files and failed attempts to access network resources. This information is primarily used to troubleshoot user issues, maintain the security of the Town's technology resources and auditing.
- g. The Town has implemented protection systems to continuously monitor computers to prevent malware and viruses from infecting computers and the Town's network. This is done to maintain the security of our technology resources. Information is used to investigate security incidents and auditing.
- h. Internet and network use is logged while accessing the internet and the network and is identifiable by device and user. The information is used to maintain security of our networks and auditing.
- i. Information sent through email and other electronic communications (e.g. Teams) on Town devices and computers is recorded and access to these systems, by employees, is logged. This information is used to maintain the security of these resources and auditing.
- j. Business systems (e.g. Great Plains, HRIS system) record user access and transactions completed within the system. This information is used for security and auditing purposes.
- k. Town issued mobile device usage by employees is collected when calls are made and received, text messages are sent and received, or data is used. This information is used for payment and billing purposes and may be shared to third parties as part of a Freedom of Information request.
- l. The desk phone or system logs when calls are made or received. This information is used for billing and auditing purposes.

## **7. GENERAL CONDITIONS**

### **7.1 Additional uses of Information Collected and Monitoring Methods**

- 7.1.1 This policy does not limit the use of the information collected to the uses identified therein. The information collected may be used for any other permitted purpose including for the investigation of alleged violations of law, regulations or applicable Town policies, procedures or expectations, or other instances of misconduct.
- 7.1.2 This policy does not limit the methods of electronic monitoring to those identified therein. Other electronic methods may be used for permitted purposes including but not limited to investigation of alleged violations of law, regulations or applicable Town policies, procedures or expectations, or other instances of misconduct.
- 7.1.3 This policy does not in any way provide employees any benefits, rights or expectations of privacy above what is provided for in legislation or other applicable policies.

### **7.2 Employer Obligations**

- 7.2.1 The Town will update this policy when required, provide a copy of the policy to employees within the prescribed timelines and retain copies of the policy as prescribed therein.
- 7.2.2 This Policy does not provide employees any new privacy rights or a right to not be electronically monitored. Nothing in this Policy affects or limits the Town's ability to conduct, or use information obtained through electronic monitoring.
- 7.2.3 This Policy does not affect any of the obligations of the Town regarding the monitoring, collection, use or disclosure of information or data which is covered by the *Municipal Freedom of Information and Protection of Privacy Act*.

### **7.3 Employee Obligations**

- 7.3.1 All employees are expected to read this policy and understand the content of the policy.

### **7.4 Posting, Notice and Retention**

- 7.4.1 The Town shall provide a copy of this Policy to each employee within 30 calendar days of implementation. Should any changes be made to the Policy after its implementation, the Town shall provide each employee a copy of the revised Policy within 30 days of the changes being made.
- 7.4.2 The Town shall provide a copy of this Policy to all new employees upon onboarding or within 30 calendar days of the employee commencing employment with the Town.
- 7.4.3 The Town shall retain a copy of this and any revised version of this Policy for three years after it ceases to be in effect.