

Employee Consent Form

<...Company Name Here...>

Effective Date: [Insert Date]

Notice Issued: [Insert Date]

Version: 1.0

1. Employee Information

Employee Name: _____

Position: _____

Department: _____

2. Purpose of Monitoring

I understand that **[Company Name]** ("the Company") will use monitoring tools, specifically **WorkTime**, to track and analyse work-related activities on Company-issued devices. The purpose of this monitoring is to ensure productivity, ensure that the company's resources are being used for work-related purposes, and comply with legal and operational requirements.

3. Scope of Monitoring

I acknowledge that monitoring will include the following activities:

- Time and attendance tracking (e.g., log-in/log-out times)
- Monitoring of websites and applications used during work hours
- Tracking of productivity (e.g., active vs idle time)
- Recording of device activity (e.g., usage of Company-issued devices).

This monitoring will occur only during my scheduled working hours and only on Company-owned or approved devices.

4. Legal Compliance

I acknowledge that the monitoring practices are in compliance with:

- The **Privacy Act 1988 (Cth)**
 - The **Australian Privacy Principles (APPs)**
 - Relevant state and territory workplace surveillance laws, including:
 - **Workplace Surveillance Act 2005 (NSW)**
 - **Surveillance Devices Act 1999 (VIC)**
 - **Surveillance Devices Act 2007 (SA).**
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5. Rights and Access to Data

I am aware that I have the right to:

- Request access to any personal data collected during monitoring
 - Request corrections to any inaccurate information collected through monitoring
 - Lodge a complaint with the Company if I believe my privacy rights have been violated
 - Contact HR or the Privacy Officer for further information regarding the monitoring process.
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6. Acknowledgment and Consent

By signing this form, I confirm that I have been informed of the Company's employee monitoring practices, including the scope, purpose, and legal basis for monitoring. I

consent to the monitoring of my activities during work hours, as outlined in the Company's **Employee Monitoring Policy** and **Notice of Employee Monitoring**.

I understand that I can withdraw my consent at any time, subject to the terms of my employment and the Company's policies.

Employee Consent:

I, the undersigned, hereby consent to the monitoring as described above.

Employee Name: _____

Employee Signature: _____

Date: _____

HR Representative Signature: _____

Date: _____