

Employee Monitoring Policy

<...Company Name Here...>

Effective Date: [Insert Date]

Notice Issued: [Insert Date]

Version: 1.0

1. Purpose

The purpose of this policy is to inform employees that **[Your Company Name]** ("the Company") uses monitoring tools, specifically **WorkTime**, to support productivity, ensure that the company's resources are being used for work-related purposes, and comply with legal and operational requirements. The Company is committed to conducting any monitoring in a fair, transparent, and lawful manner.

2. Scope

This policy applies to all employees, contractors, and personnel who use or access Company-owned devices, systems, software, networks, or services, whether on-site or working remotely.

3. Monitoring Tool Used

The Company uses **WorkTime** employee monitoring software. This software is used to collect and analyse data related to:

- Time spent on websites, applications, and documents
- Computer login and logout times
- Active and idle time

- Device and software usage logs.

WorkTime does **not** monitor personal, non-work-related devices or private communications.

4. Types of Monitoring Conducted

The following types of activity may be monitored during working hours:

- Computer and internet usage
- Application and software use
- Productivity levels (active/idle time)
- Access to systems and data
- Device activity logs

Monitoring will only occur on Company-owned or managed systems and only during working hours, unless otherwise permitted by law and notified in advance.

5. Legal Basis and Compliance

This policy is compliant 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)**
 - Other applicable legislation in each jurisdiction.

In accordance with applicable laws, written notice of this monitoring policy was provided to employees on **[Insert Date]**, with monitoring set to commence on **[Insert Date]**, ensuring at least **14 days' notice**.

6. Employee Notification and Consent

Employees are provided with a copy of this policy and formal written notice before monitoring begins. By continuing employment after receiving this notice, employees provide implied consent to the monitoring practices described.

All employees are required to sign the acknowledgment form included with this policy.

7. Purpose of Monitoring

Monitoring is undertaken for the following legitimate business purposes:

- Ensuring productivity and accountability
 - Ensuring that the company's resources are being used for work-related purposes
 - Supporting compliance with Company policies and legal requirements
 - Investigating suspected misconduct or policy breaches.
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8. Access and Use of Monitoring Data

Monitoring data is accessed only by authorised Company personnel, such as HR, IT, and management. Data may also be disclosed to legal representatives or law enforcement where required.

All monitoring data will be handled in accordance with the Company's privacy and data protection policies.

9. Data Storage and Retention

All monitoring data is stored securely and retained only as long as is necessary to fulfil the purpose for which it was collected, in line with the Company's **Data Retention Policy**.

10. Employee Rights

Employees have the right to:

- Access personal information collected through monitoring
- Request corrections to any inaccurate information
- Lodge complaints relating to monitoring or privacy breaches

Requests can be submitted to the HR department or the Company's designated Privacy Officer.

11. Breach of Policy

Breaches of this policy, including unauthorised use or disclosure of monitoring data, may result in disciplinary action, including termination of employment, and possible legal consequences under privacy or surveillance laws.

12. Review of Policy

This policy will be reviewed annually or in response to legal, technological, or operational changes.

13. Acknowledgment

Employee Acknowledgment Form

I, _____, acknowledge that I have read and understood the Employee Monitoring Policy of **[Your Company Name]**, and I consent to the monitoring practices described.

Employee Signature: _____

Date: _____