

Notice of Employee Monitoring

<...Company Name Here...>

Date Issued: [Insert Date]

Effective Date of Monitoring: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

1. Purpose of This Notice

This notice is provided to inform you that **[Your Company Name]** ("the Company") will begin using monitoring tools to track and analyze work-related activities on Company-owned devices and systems. This is in compliance with applicable Australian privacy and workplace surveillance laws, including the **Workplace Surveillance Act 2005 (NSW)** and other relevant state regulations.

2. Nature of Monitoring

The monitoring will be conducted using the **WorkTime** monitoring tool. The following activities will be monitored:

- **Time and attendance** (e.g., log-in/log-out times)
- **Website and application usage** (e.g., websites visited, applications used, and the time spent on them)
- **Productivity** (active vs idle time)
- **Device activity logs** (e.g., usage of Company-issued computers).

Monitoring will only occur during your scheduled working hours, and only on Company-owned or authorised devices.

3. Purpose of Monitoring

The purpose of this monitoring is to:

- Ensure productivity and accountability during work hours
 - Ensure that the company's resources are being used for work-related purposes
 - Investigate any suspected misconduct or breaches of Company policies.
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4. Legal Compliance

This monitoring is conducted in compliance with the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles (APPs)**, as well as applicable state and territory surveillance laws. Specifically, the Company adheres to:

- **Workplace Surveillance Act 2005 (NSW)**, which requires written notice before monitoring begins
- **Surveillance Devices Act 1999 (VIC)**, **Surveillance Devices Act 2007 (SA)**, and other state-specific laws, where applicable.

In accordance with the law, you are hereby provided with this notice, and monitoring will commence on **[Insert Date]** (the "Effective Date").

5. Employee Rights

Employee has the right to:

- Access information collected through the monitoring process
- Request corrections to any inaccurate information

- Lodge a complaint with the Company if you believe your privacy has been violated
 - Seek further details from HR regarding the scope of monitoring.
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6. Acknowledgment of Notice

Please acknowledge receipt of this notice by signing below. If you have any questions or concerns about the monitoring process, please contact the HR department.

Acknowledgment:

I, _____, acknowledge receipt of this **Notice of Employee Monitoring** and understand that monitoring will commence on **[Insert Date]** as described.

Employee Signature: _____

Date: _____

HR Representative Signature: _____

Date: _____