

# Remote Employee Consent Form

<...Company Name Here...>

**Effective Date:** [Insert Date]

**Notice Issued:** [Insert Date]

**Version:** 1.0

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## 1. Employee Information

**Employee Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Department:** \_\_\_\_\_

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## 2. Purpose of Monitoring

I understand that **[Your Company Name]** ("the Company") will use monitoring tools, specifically **WorkTime**, to track and analyse work-related activities while I am working remotely using 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.

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## 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-issued devices**.

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#### 4. Remote Work-Specific Monitoring

As I am working remotely, I acknowledge the following:

- Monitoring will occur **only on Company-issued devices** and only during my agreed work hours
  - **Personal devices** and **private spaces** (such as my home office or residence) will **not be monitored**
  - No monitoring will occur through personal webcams, microphones, or home network activities
  - The monitoring will not extend to **personal activities** or time outside of my scheduled work hours
  - If I use my **personal devices** for work, I understand that monitoring will not be conducted unless I have consented to install the Company monitoring software on these devices.
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#### 5. 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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## 6. 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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## 7. Acknowledgment and Consent

By signing this form, I confirm that I have been informed of the Company's employee monitoring practices while working remotely, 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, Notice of Employee Monitoring**, and this **Consent Form**.

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 while working remotely.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**HR Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_