

Monitoring Policy for Remote Employees

<...Company Name Here...>

Effective Date: [Insert Date]

Notice Issued: [Insert Date]

Version: 1.0

1. Purpose

This policy outlines the Company's approach to monitoring employees who work remotely, including those working from home or other off-site locations. The goal is to ensure productivity, ensure that the company's resources are being used for work-related purposes, and support compliance with legal, operational, and IT security requirements.

2. Scope

This policy applies to all employees, contractors, and third-party personnel working remotely who use Company-owned or approved devices, systems, software, or networks.

3. Monitoring Tool Used

The Company uses **WorkTime** as an employee monitoring solution for remote work. WorkTime tracks work-related activity on Company-managed devices, including:

- Log-in/log-out times
- Time spent on work-related apps, websites, and documents
- Active/idle time

- Device and software usage.

Monitoring is strictly **limited to Company-owned or authorised devices**. No personal webcams, microphones, or personal communications are monitored.

4. Working Hours and Personal Privacy

Monitoring is conducted **only during scheduled working hours** as defined in individual employment agreements or team rosters.

Employees are advised not to use Company devices for personal purposes during these hours, as such activity may be inadvertently captured.

The Company **does not monitor**:

- Private areas of the employee's home
 - Personal devices or communications
 - Activity outside agreed work hours.
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5. BYOD (Bring Your Own Device) and Personal Devices

If remote employees use personal devices for work purposes:

- Monitoring software will **not** be installed on personal equipment without **explicit, written consent**.
 - All work-related tasks must be performed using secure, approved platforms (e.g., company VPN, cloud systems).
 - The Company may log access metadata (e.g., IP addresses, login times) to ensure data integrity and security.
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6. Legal Compliance

The Company conducts remote monitoring in accordance with:

- The **Privacy Act 1988 (Cth)**
- The **Australian Privacy Principles (APPs)**
- Relevant state and territory workplace surveillance laws, including:
 - **Workplace Surveillance Act 2005 (NSW)** (where applicable)
 - **Surveillance Devices Acts** in VIC, SA, and other states.

Where required, employees are provided with at least **14 days' written notice** before monitoring begins.

7. Data Access, Use, and Retention

Monitoring data is securely stored and only accessible by authorised Company personnel (e.g., HR, IT, or management). Data may be used for:

- Performance analysis
- Investigating suspected policy breaches.

Data is retained only as long as necessary for business and legal purposes, in line with the Company's **Data Retention Policy**.

8. Security Requirements for Remote Work

Remote employees must:

- Use Company-approved devices or virtual environments
 - Connect via secure internet connections (e.g. VPN or Company-issued tools)
 - Maintain confidentiality of Company data
 - Immediately report security breaches or suspicious activity.
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9. Employee Rights

Employees may:

- Request access to their personal monitoring data
- Request correction of any inaccurate information
- File a complaint if they believe their privacy has been breached.

These requests should be made to the HR department or the designated Privacy Officer.

10. Breach of Policy

Any misuse of monitoring tools, unauthorised access to monitoring data, or breach of this policy may result in disciplinary action, including termination and potential legal action.

11. Review

This policy will be reviewed annually, or as needed, based on legal, technological, or operational changes.

12. Acknowledgment

Remote Employee Acknowledgment Form

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

Employee Signature: _____

Date: _____