

Notice of Employee Monitoring for Remote Workers <...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 being provided to inform you that **[Your Company Name]** ("the Company") will be implementing monitoring tools for remote work activities using Company-owned devices. This monitoring complies with applicable Australian privacy and workplace surveillance laws, including the **Workplace Surveillance Act 2005 (NSW)** and similar state and territory regulations.

2. Nature of Monitoring

The monitoring will be conducted using the **WorkTime** tool and will track work-related activities on Company-owned devices. The following activities will be monitored:

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

Monitoring will only occur during your scheduled working hours and on Company-owned or authorised devices used for work. No personal webcams, microphones, or home network activity will be monitored.

3. Location of Monitoring

- **Remote Work Environment:** Monitoring will occur while you are working remotely from your home or another off-site location. However, monitoring will be **limited to Company-issued devices** and only during your scheduled work hours.
- **Personal Devices:** Monitoring will not be conducted on personal devices unless you have expressly agreed to use them for work and have provided written consent for monitoring software installation.

The Company will not monitor private spaces within your home or any non-work-related activity outside of your agreed work hours.

4. Purpose of Monitoring

The purpose of this monitoring is to:

- Ensure productivity and accountability while working remotely
 - Ensure that the company's resources are being used for work-related purposes
 - Investigate any suspected misconduct or breaches of Company policies.
-

5. Legal Compliance

This monitoring is conducted 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)**
 - Other applicable legislation.

As required by law, you are being provided with this notice at least 14 days in advance of monitoring commencing on **[Insert Date]** (the "Effective Date").

6. Employee Rights

Employee has the right to:

- Access personal monitoring data
 - Request corrections to any inaccurate information
 - Lodge a complaint with the Company if you believe your privacy has been violated
 - Seek further clarification or details from the HR department on how monitoring will be conducted.
-

7. Acknowledgment of Notice

Please acknowledge receipt of this notice by signing below. Should you have any questions or concerns regarding this monitoring or your rights, please reach out to the HR department.

Acknowledgment:

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

Employee Signature: _____

Date: _____

HR Representative Signature: _____

Date: _____