

Employee Consent Form

<...Company Name Here...>

[Company Address] [City, Postcode] [Date]

Employee Details:

Full Name: _____

Job Title: _____

Department: _____

1. Purpose of Monitoring

[Company Name] is implementing WorkTime monitoring software to ensure productivity, enhance security, and maintain compliance with company policies. This monitoring is conducted in accordance with UK employment and data protection laws, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

2. Scope of Monitoring

WorkTime will collect and analyze the following data:

- Computer activity logs (active/idle time, application usage, websites visited)
- Login/logout times
- Work hours and attendance
- Other work-related performance metrics

This monitoring will only take place during working hours and will not intrude on private communications or personal activities.

3. Legal Basis for Processing

Monitoring is conducted under the legal basis of legitimate business interests, ensuring that the data collected is necessary, proportionate, and does not infringe on employee privacy rights.

4. Data Storage and Security

All collected data will be securely stored and processed in compliance with UK data protection laws. Access to monitoring data is restricted to authorized personnel only and will not be shared with third parties unless legally required.

5. Employee Rights

Employees have the right to:

- Request access to their monitoring data
- Rectify inaccuracies
- Object to processing under certain conditions
- Lodge a complaint with the Information Commissioner's Office (ICO) if they believe their data protection rights are being violated

6. Consent Statement

I, _____ (Employee Name), acknowledge that I have read and understood this consent form. I voluntarily agree to the monitoring practices outlined above, as a condition of my employment at [Company Name].

Signature: _____

Date: _____

For any concerns or further information, please contact [Company's Data Protection Officer or HR Representative] at [Contact Details].