

# Remote 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, whether employees are working from the office or remotely:

- 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. However, remote workers must ensure that the devices used for work are secure and compliant with company data protection policies.

### **3. Remote Work-Specific Monitoring Considerations**

- The monitoring applies to all devices used for work, whether company-issued or personal devices, as long as they are used to perform work tasks.
- It is your responsibility to ensure that your work environment and devices are secured, including using passwords, antivirus software, and ensuring safe internet connections, such as VPNs.
- Any access to company data from remote locations is subject to the same data protection policies that apply when working from the office.

### **4. 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.

### **5. 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.

### **6. 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.

## 7. 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], including the provisions specific to remote working.

Signature: \_\_\_\_\_

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

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