

Electronic Monitoring Policy

Intent

The City of Clarence Rockland values trust, discretion, and transparency and believes employees deserve to know when and how their work is being monitored. This is intended to establish guidelines for City's practices and procedures related to electronic monitoring of employees.

Definitions

Electronic monitoring: Using technological, electronic, or digital means to track, observe, or monitor someone's actions.

Personal information: Any factual or subjective information about an identifiable individual.

Guidelines

Electronic Monitoring Practices

The City of Clarence Rockland collects information through electronic monitoring for a variety of reasons, including protecting the City's legal and business interests. The City will electronically monitor the following activities and procedures:

- All Web traffic including Web site browsing, Web applications used on City equipment. This is to ensure staff are:
 - Using Web technology for work purposes.
 - Not visiting sites and applications that could put the City's Cyber Security structure at risk.
- All messaging including emails, text messages, TEAMS messages or other. Again, to ensure proper Cyber risk management.
- Use of mobile equipment (phones, tablets, etc..) including applications, texting, and web use.
- Physical security: Recordings from certain cameras that are focused on public areas as well as keeping track of who logs into the building.

Any information collected by electronic monitoring may be used during employee reviews or during consideration of disciplinary decisions.

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To promote impartiality, and to ensure any information collected through electronic monitoring is handled appropriately, The City of Clarence Rockland will monitor these activities by:

- Using Monitoring tools and technologies such as Web and system monitoring as well as Mobile device management.
- Following up with staff and management should inappropriate behavior occur.

Privacy and Confidentiality

The City's monitoring is aimed at collecting information related to its business. However, some information collected by electronic monitoring may be considered personal information. When personal information is under The City of Clarence Rockland control, it is the responsibility of the City to protect it.

All information collected through electronic monitoring will be securely stored and protected. If any personal information is collected, its use and disclosure will be limited to achieve the stated purpose of its collection. The City will adhere to all privacy and confidentiality legislation that applies to the collection, use, and disclosure of personal information obtained by electronic monitoring.

Acknowledgement and Agreement

I, (employee name), acknowledge that I have read and understand the Electronic Monitoring Policy of The City of Clarence Rockland. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____ Signature: _____

Date: _____

Witness: _____