

The Corporation of the City of Clarence-Rockland

Electronic Monitoring Policy			
Code	POL6000.1-XXXX		
Jurisdiction	Corporate Services		
Approved by	RES2026-	Date	2026-04-08

1. Purpose/Objective

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 the City's practices and procedures related to electronic monitoring of employees.

2. 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

3. Scope

The policy applies to the electronic monitoring of employees by the City of Clarence Rockland. It encompasses the use of technological, electronic, or digital means to track, observe, or monitor employees' actions within the context of their work environment. This includes any activities or procedures where such monitoring is deemed necessary or relevant.

4. 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 and/or web applications used on City equipment. This is to ensure staff are:
 - Using Web technology for acceptable 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, to ensure proper Cyber risk management and respectful behavior.
- 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.

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.

5. 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.

6. Review and Amendments

The policy needs to be reviewed every three (3) year by the IT department.

Previous Code	Reviewed /Modified	Date (YYYY-MM-DD)	Updated by (employee name and title)	Authority (by-law, resolution or signature)
RES2022-167	Modified	2025-09-02	Miguel Lalonde, IT Manager	RES2026-

Previous Code	Reviewed /Modified	Date (YYYY-MM-DD)	Updated by (employee name and title)	Authority (by-law, resolution or signature)