



The Corporation of the Town of Tecumseh

Policy Manual

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Table of Contents

1.0	Purpose	2
2.0	Scope	2
3.0	Definitions	3
4.0	Policy	3
5.0	Purpose of Collection	3
6.0	Methods of Electronic Monitoring	4
7.0	Distribution of Policy	7
8.0	Storage and Retention	8
9.0	Responsibilities	8
10.0	Related Documents	8

1.0 Purpose

To establish a written policy identifying all methods the Town employs to electronically monitor employees. For each method of electronic monitoring, this policy will establish the manner in which the Town may electronically monitor employees, the frequency and method of collection of data, and the purpose for which the information obtained through electronic monitoring is being collected by the Town.

2.0 Scope

- 2.1 As an organization of more than 25 employees (see Employee definition in section 3.0), the Town is required to have this policy in place regarding electronic monitoring, in accordance with [Bill 88: Working for Workers Act, 2022](#)
- 2.2 This policy applies to all employees of the Town, whether their primary location of work is in the workplace, at home, on the road, or a combination of any or all of the above, and also applies to Council and Committee members who communicate with the public and/or represent the Town. Any reference in this policy to employees extends to include Council and Committee members.
- 2.3 The Town is committed to abiding by all its obligations under Ontario's Employment Standards Act, 2000 (ESA), specifically those which apply to electronic monitoring. As such, the Town is committed to informing its employees about the presence of electronic monitoring software or equipment either in the workplace or contained on any of the organization's servers or programs. Employees will be informed via distribution of the policy (Section 7.0).
- 2.4 This policy is intended to specify:
- A description of how, why, and in what circumstances, Town may electronically monitor employees,
 - The purposes for which Town may use the information obtained through electronic monitoring, and
 - The date the policy was prepared and the date any changes were made to the policy.
- 2.5 Electronic monitoring by the organization is required to ensure the following:
- Employee safety and security;
 - That the company operates efficiently; and
 - That appropriate data is collected to make informed business decisions, as needed.
- 2.6 The ESA requirements do not:
- establish a right for employees not to be electronically monitored by their employer; or
 - create any new privacy rights for employees.
- However, the ESA requires transparency about whether employees are electronically monitored. Nothing in the ESA limits the use of information obtained through electronic monitoring.

3.0 Definitions

- 3.1 Electronic Monitoring means the collection, analysis, and use of information via periodic, systemic, and/or regular reviews, observation, or investigation through electronic means.
- 3.2 Employee means any person employed by the Corporation on a full time, part time, seasonal, student and/or casual basis.
- 3.3 FOI means Freedom of Information
- 3.4 GPS means Global Positioning System
- 3.5 MFIPPA means Municipal Freedom of Information and Protection of Privacy Act.
- 3.6 Town shall mean the Corporation of the Town of Tecumseh.

4.0 Policy

- 4.1 This policy provides for the electronic monitoring of employees as set out in Section 4 for the purposes outlined in Section 5 and by means of monitoring set out in Section 6, as amended from time to time.
- 4.2 The Town may electronically monitor any employee activity and interaction on all Town-provided electronic devices, applications, and software and on any online forum, including, but not limited to:
- Computers and laptops;
 - Office email;
 - Office calendar;
 - Cellular phones;
 - Any applications or software provided by the Town for use by employees;
 - Any tools provided by the Town that have embedded sensors;
 - Vehicles provided for use by the Town; and
 - Social media.
- 4.3 The Town retains the absolute discretion to commence or conclude any process of electronic monitoring at any time, as permissible by applicable laws. For further clarity, electronic monitoring may be continuous, ad hoc or time-limited, and the Town is not under any obligation to and will not provide further notices in advance of any period or circumstance of active electronic monitoring or the cessation of monitoring.

5.0 Purpose of Collection

The Town may use the information collected for the following purposes, including but not limited to:

- Detect abnormal activity and inform the Town of a potential issue.
- Identify and investigate security threats.

- Monitor compliance of corporate policies, procedures, and expectations
- Internal investigation and disciplinary purposes.
- Investigate the cause of a financial cost or loss (ex. roaming charges, high long distance, downloads, etc.).
- Establish and monitor data such as contract renewals, traffic patterns, user usage, etc.
- Resolve technical issues.
- As evidence for forensic investigation requested by the town or authorized third party such as a law enforcement agency or other government bodies
- Detect unauthorized access for the purpose of safeguarding the Town's personnel and assets.
- Enhance town services.
- Respond to freedom of information requests, litigation requests, resident complaints/concerns, or as required by law.

6.0 Methods of Electronic Monitoring

Tool/System	Frequency	Method	Primary Purpose
Access Cards/Fobs	Each Use	An electronic sensor enables access to the facilities of the Corporation, which use creates a record each time an authorized user scans their fob and enters the facility	Facility Security
Network Log-In Credentials & Multi-Factor Authentication	Each Use	Passwords and confirmation of user through a secondary device permits access to the network of the Corporation, which login creates a record each time a user logs into the network	Network Security

Tool/System	Frequency	Method	Primary Purpose
Network Performance Monitoring Tools/ Firewalls/ VPN	Continuous	Tools that record network traffic occurring between workstations, servers, the internet, etc. to monitor network security and troubleshoot issues with network accessibility by users	Network Security
Email	Continuous	Exchange Logs and Barracuda Cloud and Appraver control Logging and other tools creates a record each time an email is sent or received using the Corporation's domain	Meeting MFIPPA and FOI obligations, Network Security, and Business Continuity
Internet Usage	Continuous	Barracuda Web Filter tracks internet usage including websites visited each time a user accesses the internet	Network Security
Remote workers	Each use	Remote access software records date and time than an employee accesses the corporate network	Network Security

Tool/System	Frequency	Method	Primary Purpose
Cell Phone/Mobile Device Usage, Location Tracking, and Investigations	Continuous with more targeted analysis of individual data being implemented when there are reasonable grounds to do so	Telus billing and MDM are utilized to track usage, while location services enabled on mobile devices being used to locate missing assets and/or document unsanctioned employee activities	Monitoring of software upgrades, hardware location, and billing usage.
Telephone Usage	Continuous with more targeted analysis of individual data being implemented when there are reasonable grounds to do so	Xima call reporting is utilized to track usage	Monitoring Plan Design for budgetary purposes
GPS	Continuous	Sensors may be installed on Corporation owned vehicles or devices to detect and report on usage, location, driver behaviour, engine diagnostics, and maintenance requirements, which may be used to assist the Corporation in defending liability claims for personal injury matters, and may be used to document unsanctioned employee activities	Asset Security, Fleet Management, Driver Safety and Security, Legal Defense, and Minimum Maintenance Standards Documentation
Video Surveillance (Facility)	Continuous	Cameras record video footage of specific areas around and within the Corporations' facilities	Facility Security

Tool/System	Frequency	Method	Primary Purpose
File Access / File Creation	Continuous with more targeted analysis of individual data being implemented when there are reasonable grounds to do so	Various software and applications are used to create files which files contain metadata including author, individuals who have accessed the file, and dates for same	Network Security, File Security, Meeting MFIPPA and FOI obligations, and Business Continuity
Software and Application Usage	Continuous with more targeted analysis of individual data being implemented when there are reasonable grounds to do so	Various software and applications are provided by the Corporation which have various tracking and data collection tools embedded	Network Security, File Security, Meeting MFIPPA and FOI obligations, and Business Continuity
Fuel Usage	Continuous with more targeted analysis of individual data being implemented when there are reasonable grounds to do so	Fuel usage is tracked primarily using ProFuel, which tracks usage on behalf of the Corporation	Asset Security, Fleet Management, safeguarding the Corporation's fuel inventory, expense tracking and monitoring for budgetary purposes

7.0 Distribution of Policy

- 7.1 The Town will provide this written policy to all employees within 30 days of its effective date.
- 7.2 If any changes are made to this policy, employees will be provided with the updated policy within 30 days of any amendments.
- 7.3 In the case of newly hired employees, the Town will provide a copy of this policy to them within 30 days of their date of hire.

7.4 The policy may be provided either:

- As a printed copy, or
- An attachment to an email, or
- A link to a document online

7.5 If an employee is not able to access the document online or is unable to print the document, they may request a printed copy from their supervisor/manager.

8.0 Storage and Retention

8.1 The storage of collected or available material shall comply with relevant policies, procedures, and legislation such as, but not limited to, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

8.2 To ensure that all information collected is only kept for as long as it is required, the Town will retain information collected in accordance with the Town's Records Retention Bylaw where applicable or within technology limitations.

9.0 Responsibilities

9.1 All Employees

- Adhering to this procedure and related policies

9.2 Manager/Supervisor

- Ensuring that all employees are informed of this procedure.
- Enforce adherence to the requirements of this procedure.
- Take appropriate corrective actions in the event of policy violations.
- Provide interpretation and guidance in relation to this procedure and any guidelines.

9.3 Technology & Client Services

- Maintain a secure environment for all records.
- Provide information upon request if permitted within this policy.
- Work with staff to educate means by which information is gathered.

9.4 People & Culture

- Provide guidance and assistance to staff and management in dealing with issues, non-compliance, and associated reporting in relation to this procedure.
- Review policy periodically and update.

10.0 Related Documents

- Technology Acceptable Use Policy # 9
- Employee Code of Conduct