

	<b>TOWN OF TILLSONBURG ADMINISTRATIVE POLICY</b>		
	<b>Electronic Monitoring Policy</b>		
	<b>Policy Number</b>	HR - XX	
	<b>Approval Date</b>		<b>Revision Date</b>
	<b>Schedules</b>		

### 1.0 **Purpose**

The Town of Tillsonburg values trust, discretion, and transparency and believes employees deserve to know when and how their work is being monitored. This policy is to be used in addition to other Town of Tillsonburg policies, including but not limited to the Personnel Policy and Electronic Communications. It is intended to establish guidelines for company practices and procedures related to electronic monitoring of employees.

Electronic monitoring is an essential part of ensuring compliance with Town policies, maintaining a respectful workplace environment, and ensuring IT assets that are owned and managed by the Town are used safely and appropriately. By monitoring Town assets, the Town is protecting its' employees from liability and/or performance challenges caused by the improper or unauthorized use of the systems made available to facilitate the business of the Town.

### 2.0 **Scope**

This policy applies to all members of Council and staff of the Town of Tillsonburg. Aspects of the policy also apply to the Town's Information Technology Services provider, Oxford County IT.

This policy also applies to volunteers and any other individual who may use the Town's electronic resources.

### 3.0 **Definitions**

"Authorized Individuals" and/or "Authorized Person(s)" means any employee, consultant or contractor of The Town of Tillsonburg who has been approved by their respective department head with respect to specific actions under the Personnel Policy.

“Automated Vehicle Location (AVL) & GPS” is a device that makes use of the Global Positioning System (GPS) to enable a business or agency to remotely track the location of its vehicle fleet by using the Internet.

"Corporate Information" is any and all information in the control and custody of Town of Tillsonburg.

"Corporate Issued Mobile Device(s)" are any Mobile Devices which are owned and issued by the Town of Tillsonburg for use by the Authorized Person for business purposes.

"Corporate Network" means a network (either wired or wireless) capable of accessing Corporate Information.

“Electronic Monitoring” refers to employee monitoring that is done electronically.

“Fingerprint Scanner/Punch Clock" is a scanner used to identify an individual by their fingerprint for security purposes. After a sample is taken, access to a computer or other system is granted if the fingerprint matches the stored sample.

"Information Systems" refers to computer hardware, software, data, security, user accounts, and the means in which they are interconnected.

"IT" means Information Technology Services.

"Oxford County IT" means the department at Oxford County responsible for procurement, maintenance and support of Information Systems

"Mobile Device Management (MDM)" is a means of deploying, securing, monitoring, integrating and managing Mobile Devices. The intent of MDM is to optimize the functionality and security of mobile devices within the organization, while simultaneously protecting the corporate network and end-user.

"Mobile Device(s)" defines any cell phone, tablet, personal digital assistant or any other related mobile device that can access the Internet. For the purpose of this policy, laptops are not considered mobile devices.

"Monitoring Tool" is an application installed on a workstation, server, mobile device, or laptop which collects logs for the purposes of troubleshooting, data protection, or monitoring as defined under the Personnel Policy.

“Motion Activated Cameras” is a typical security camera that uses motion activation to turn on. When the camera is armed, rather than recording continuous video footage the camera is triggered by a motion sensor. Motion sensors use PIR detection (passive infrared motion sensor technology).

"(The) Town" means the Town of Tillsonburg.

"Personal Information" is any factual or subjective information about an identifiable individual.

"Server" is a computer (either virtual or physical) which typically performs a dedicated function, centrally located on a network.

"Weather Monitoring Cameras" work as a personal weather station. These monitors can measure wind speed, wind direction, outdoor and indoor temperatures, outdoor and indoor humidity, barometric pressure, rainfall, and UV or solar radiation.

"Workstation" is a desktop computer used by one or more individuals for the purposes of conducting day-to-day business or providing a service.

## **4.0 Roles & Responsibilities**

### **4.1 Employer Obligations**

- Describe how and in what circumstances the Town electronically monitors employees;
- To disclose the purposes for which the information obtained through electronic monitoring may be used;
- To establish a process for accessing collected data that is transparent and fair.

### **4.2 Employee Obligations**

- Read and understand the terms of the policy herein;
- Understand the electronic devices that can be monitored and in what circumstances employees are electronically monitored, how employees will be electronically monitored and the purposes for which the information obtained through electronic monitoring may be used;
- Recognize that Town facilities, equipment and time are to be used in furtherance of legitimate Town purposes;
- Be protective of the Town's interests and your own, and ensure the Town's values and professional standards are maintained.

## **5.0 Policy**

The Town of Tillsonburg and its IT provider, Oxford County IT, use a variety of methods for logging information generated by its employees, contractors, and visitors. This information may be used for auditing compliance, analytics, data/systems security and integrity, troubleshooting, and in certain circumstances, disciplinary action.

Requests for access to any information logged under the data collection section of this policy as it relates to employee disciplinary action shall be directed to the CAO and Town of Tillsonburg Human Resources.

Use of this information as it relates to employee disciplinary action must be approved by the CAO.

Any request for information collected under this policy shall be logged for future review. Logs shall include the requester's name, the nature of the request (with confidential information redacted), all approvals obtained, the type of data obtained, and the method, date and time in which it was delivered to the requester. These logs will be maintained by Town of Tillsonburg Human Resources.

Appropriate controls are in place regarding any data collected under this policy to ensure that it is only accessible by authorized individuals.

Oxford County IT staff may, through the course of approved regular support activities, come across information regarding staff activities defined under this policy (both real-time and historical). In these circumstances, this data may only be used for the purposes of troubleshooting and supporting day-to-day activities of the organization.

## **6.0 Privacy & Confidentiality**

Town of Tillsonburg'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 Town of Tillsonburg control, it is the responsibility of the town 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. Town of Tillsonburg will adhere to all privacy and confidentiality legislation that applies to the collection, use, and disclosure of personal information obtained by electronic monitoring, including but not limited to the Employment Standards Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

## **7.0 Retention Of Employee Records**

The retention of employee records will be done in accordance with the timelines set out in By-law 3933, as amended from time to time, being a by-law to adopt a records retention schedule for the Town of Tillsonburg.

## **8.0 Data Collection**

The following chart identifies the type of technology, what information and how it is collected, the circumstances of collection, and its intended purpose.

Members of Council and staff should be aware of the data that is collected in the workplace and bring any questions about the data collected to the CAO or Clerk (for members of Council) or their supervisor (for staff).

<b>Technology</b>	<b>How Collected</b>	<b>Circumstance</b>	<b>Purpose</b>
Access Key Fobs	A sensor creates a record of entry and exit times as well as which entrance was used each time an authorized user scans their access key fob.	All members of Council and staff who access a site using a keycard or key fob.	Building security.
Location Tracking – Vehicles (AVL & GPS)	Use of onboard or portable GPS system as well as Automated Vehicle Location (AVL), and software including but not limited to Viasys.	All Municipally owned vehicles.	Confirm location of vehicles, confirm compliance with operational plans, review compliance with speed limits. May be used for live snowplow location updates for residents. Employee safety.
Mobile Device Management – Corporate Issued Mobile Devices	Applications installed on device, device physical location, IP address, online status.	Continuous	Email and device security, troubleshooting and device diagnostics. Employee safety.
Networked Computers	Logging including login/logoff times, websites and services accessed, inbound and outbound email activity, application installation and usage, IP address.	Any workstation or laptop which connects to Town of Tillsonburg networks, both wired and wireless, including VPN connections to Tillsonburg networks.	Network and systems security, troubleshooting and diagnostics, performance management of staff.
Security Cameras	Cameras record video footage where in use at a site or facility.	Continuous.	Building and property security, staff and public safety, police requests.
Telephones	Inbound and outbound call logs including time of call, duration, call origin and destination.	All Town of Tillsonburg provided desk and conference phones, including software-based telephones.	Troubleshooting, diagnostics and reporting.

<b>Technology</b>	<b>How Collected</b>	<b>Circumstance</b>	<b>Purpose</b>
Motion Activated Cameras	Cameras that are activated by motion of vehicles, pedestrians, cyclists, or other means.	Used based on direction from CAO or Director and on a case-by-case basis where repeat instances have occurred.	Used to prevent undesirable activities within the municipal road allowance.
Dayforce Fingerprint Scanner/Punch Clock	Fingerprint scanner/punch clock activated by staff starting or ending their shift.	Each time staff who use the fingerprint scanner/punch clock at the start and end of their shift.	Tracks start and end times of employee shifts using employee fingerprints.
Weather Monitoring Cameras	Take still photos of roadway conditions, may capture municipal vehicles and vehicles of the travelling public.	Used by Transportation staff to monitor roadway conditions during the winter.	Primarily used for roadway monitoring.

**9.0 Complaint Process**

A complaint can only be made to the Ministry of Labour, Training and Skills Development, or be investigated by an Employment Standards Officer, where there is an alleged contravention of the employer’s obligation to provide a copy of the written policy within the required timeframe to its employees or assignment employees. For further clarity, a complaint alleging any other contravention of the policy on electronic monitoring of employees cannot be made to, or be investigated by, an Employment Standards Officer.

**10.0 Compliance**

Town of Tillsonburg employees found to be misusing electronic monitoring data in violation of this policy may be subject to disciplinary action up to and including termination.

**11.0 Policy Review**

The Director, working with Oxford County IT, is responsible for ensuring this policy is reviewed once per Council term or as needed to ensure it is revised in light of any new methods of electronic monitoring in the workplace or legislative changes. In the event that the Town of Tillsonburg amends this policy, it will provide an amended copy of the policy to all Council and staff of the Town within 30 days of the changes being made.