



# The Corporation of the Township of Huron-Kinloss

## Policy

Section: 3.0 Human Resources

Policy: Electronic Monitoring Policy

By-Law: [Click here to enter text.](#)

Date: 3 October 2022

Revision: [Click here to enter text.](#)

### Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in respective collective agreements. Where applicable this policy will also apply to council members and committee members.

### Policy Statement:

The Township of Huron-Kinloss values trust, discretion and transparency and believes employees deserve to know when and how they are being monitored. The Township does not actively monitor employees electronically, however there are opportunities where access to electronic communications and electronic monitoring may occur.

### Legislative Authority:

Employment Standards Act

Municipal Freedom of Information and Protection of Privacy Act.

### Contents:

The Township can access information through electronic monitoring for a variety of reasons, listed below.

#### GPS Tracking

The Township has GPS tracking on many of their vehicles. The GPS tracks location, speed, whether the plow was down, salt was applied and other operational items of the vehicle. The main reason for this level of monitoring is for liability purposes and road patrol and inspections.

#### Email and Computer Access

The Township has access to employee's windows log in, work email and other Microsoft applications, using administrator rights. Access to employee's work emails may occur to

put on an "out of office" message for unplanned absences, throughout the term of any unplanned absences, Freedom of Information requests if applicable or as deemed necessary to manage the operations of the organization. The Township does not actively monitor employee's work emails.

## Access to Facilities

The Township has established guidelines surrounding electronic access to municipal facilities where available. Guidelines include specific timeframes to access facilities based on the position and access is restricted to respective facilities of the position. Employees have appropriate access to all their workplaces and facilities with the use of a single keyless remote FOB or use of a mobile app. This method allows full control on all functions and features via web-based program and tracks all events electronically.

## General

The Township reserves the right to change policies and procedures as required to comply with legislation.

The Township's electronic monitoring is aimed at collecting information that is related to the services provided and any personal information collected will be protected as per the Municipal Freedom of Information and Protection of Privacy Act.