



Corporation of the Town of Cobourg

Division: Corporate Services	Effective Date: October 3, 2022
Department: Legislative Services	Approval Level: Council
Policy Title: Electronic Monitoring of Employees	Section # 3-1 Policy # LEG-ADM24

Purpose

This policy identifies the methods in which electronic information is collected and how the information may be used. This policy establishes a framework to govern the electronic monitoring of employees on devices and electronic equipment issued by the Town, and while an employee is working.

The Town of Cobourg supports all employees in their right to a safe workplace. Electronic monitoring provides a level of security to protect Town assets, which includes all Town employees. Electronic monitoring will continue to develop alongside the Town's Information Technology systems and strategic plan.

Definitions

“Electronic Monitoring” means the computerized collection, storage, analysis, and reporting of information regarding an employees' electronic activities.

“Electronic Information” means any information stored in an electronic form, such as emails, technology activity usage, and files.

“Global Positioning System (GPS)” means a positioning system used to locate and track movement of an individual, piece of equipment, or motor vehicle.

“Network Connect Device” means a device that is connected electronically to the Municipal server. Such as computer systems, telephones (desktop and cellphones), key entry fobs and video surveillance cameras.

“Video Surveillance” means the use of video cameras that have been connected to monitoring equipment for surveillance and security purposes.

Policy

1. General Principles

Town employees will be subject to electronic monitoring when they use a network connected device in the course of their employment with the Town of Cobourg. Electronic monitoring includes video surveillance at Town facilities, monitoring of Town computers, and tracking of GPS data from Town vehicles.

Town employees will be notified when electronic monitoring is being used in the workplace. Electronic monitoring will be used as an investigative tool when an issue or complaint is raised. Employees will not be regularly monitored for the purposes of discipline.



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2. Video Surveillance

Video surveillance at Town facilities is used to deter theft, vandalism, and to ensure public and employee safety. Video surveillance data can be reviewed when an incident or illegal activity has occurred. In the case of illegal activity, the video surveillance data shall be shared with the Cobourg Police Services for investigative purposes. Video cameras are installed in public areas and will be clearly visible and marked with notices as prescribed in the Town's Corporate Video Surveillance Policy.

3. Monitoring of Computers

All computers issued to staff are monitored by the Information Technology (IT) Department. Monitoring is performed to ensure that IT can access computers remotely to respond to service requests submitted by Town employees and to run regular maintenance and updates on Town computers. Updates include security, antivirus, and windows updates to Town devices. No user activity is tracked or saved while computers are being monitored.

4. GPS Tracking

Town employees using vehicles with GPS-tracking will be subject to monitoring while they are working in the vehicles. GPS tracking is used for winter maintenance activities on plow trucks and sidewalk machines, year-round patrol, and in the Town's street sweeper. Information is collected on a cloud-based system that tracks driver identification, geographic position, and speed. Driver identification is recorded through a key fob that is swiped over a button on the dashboard. Data collected through the GPS monitoring is used to identify areas remaining to be plowed or salted, monitor use of the vehicle, protect the vehicle, and ensure the safety of employees conducting Town business. Data collected may be reviewed when allegations of excessive speeding or property damage are made against the Town or its employees.

5. Use of Electronic Information

Electronic information stored on the Town's network, including any personal files or information saved to Town equipment, shall be considered a corporate record and is subject to the Town's Record Classification and Retention Schedule. Though electronic information is not actively monitored, stored information may be accessed to assist with operational requirements. Information that is collected, used, or disclosed will comply with the Municipal Freedom of Information and Protection of Privacy Act.

6. Policy Distribution

The Town shall provide a copy to each employee within 30 days following:



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- The approval of the policy.
- Any revisions to this policy.
- The start date of a new employee.

A copy of this policy will be retained for three years after this policy is no longer in effect.

Scope

This policy applies to all Town employees and members of Council who use electronic devices issued by the Town of Cobourg.

This policy may be amended in the future if a new method of electronic monitoring is added or if there are any changes to the Town’s monitoring practices.

Administration

The Supervisor, Information Technology, is responsible for managing the monitoring and updating of software on all municipal devices.

The Manager, Roads/Sewers is responsible for managing the monitoring of GPS data on Town vehicles.

The Chief Administrative Office shall implement and administer the terms of this policy and shall establish related operating procedures as required.

Cross Reference

- Corporate Video Surveillance Policy – LEG-OPS
- Town of Cobourg Classification and Retention Schedule

Resolution #	Revision Purpose/Description:	Municipal Clerk: _____ Signature	Council Approval Date:
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