



## EMPLOYMENT POLICY MANUAL

<b>Subject:</b> Electronic Monitoring	<b>Approval Date:</b> October 17 <sup>th</sup> , 2022	<b>By-Law No.</b> 83-2022
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### 3.46 ELECTRONIC MONITORING POLICY

#### 1. PURPOSE

The Corporation of the Municipality of Red Lake (the “Municipality”) values trust, discretion, and transparency and believes employees deserve to know when and how their work is being monitored. “Electronic Monitoring” refers to employee monitoring that is done electronically. This policy is to be used in addition to the;

- 3.32 - Code of Conduct Policy
- 3.37 - Safe Driving Policy
- 3.38 - Internet Use Policy
- 3.39 - Cell Phone Policy
- 3.30 - Municipal Vehicles Policy

The Municipality collects information through electronic monitoring for a variety of reasons, including protecting the organization’s legal and business interests.

The following table outlines the electronic monitoring technologies utilized by the Municipality:

Tool	Circumstances	How	Purpose
Unifi	Continuous	24/7 monitoring and learning the network, endpoints, and SaaS activity	Network/SaaS Security
Email Tracking	Continuous	Software records copies of all messages sent or received by addresses within the organization’s domain	Network Security
Electronic Key Fob System	Each Scan	An electronic sensor creates a record each time an authorized user scans their key fob and enters the vehicle	Vehicle Monitoring (Training)



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Endpoint Threat Detection and Response	Continuous	“ETDR” monitors the use of workstations (programs run, files, read and written, etc.) and compares it against a baseline to detect abnormalities and potential unauthorized use	Network security
Firewall Security Filtering	Continuous	Web content, Intrusion Prevention, Application Control filtering to prevent access to questionable and malicious material	Network security
IT Asset Management	Continuous	Software gathers hardware and software information of computers and other devices on a computer network for management, compliance, and audit purposes	
Security Event Monitoring	Continuous	Software centrally records all traffic for security event analysis and traffic reporting	Network security
Vehicle Telematics/GPS	All fleet vehicles during on shift use	On board sensors detect and report on vehicle location, driver behavior (hard braking, rapid acceleration, etc. and engine diagnostics	Fleet management and driver safety and security
Video Surveillance	Continuous	Cameras record video footage of specific areas within the Municipality	Municipal security
Video Surveillance	With reasonable grounds to suspect unlawful activity or breach of contract/policy	Video footage may be reviewed to determine the facts of an incident and/or employee activity. Footage may be provided to the police in aid of an investigation	To detect unlawful activity or breach of contract



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Nothing in this policy affects or limits the Municipality's ability to use information obtained through electronic monitoring.

Any information collected by electronic monitoring may be used during employee reviews or during consideration of disciplinary decisions.

This policy applies to all employees, as defined by the Ontario Employment Standards Act, 2000 ("ESA"), whether they are working remotely, in the workplace, flexibly, or are mobile. For clarity "Employee" under this Policy means only those employees of the Municipality which are considered employees under the ESA.

The Municipality shall provide a copy of this Policy to each employee of the Municipality, and any new employee hired prior to the Policy's implementation, within 30 calendar days of implementation.

Should any amendments(s) be made to the Policy after its implementation, the Municipality shall provide each employee of the Municipality a copy of the amended Policy within 30 calendar days of the amendments(s) being made.

The Municipality shall provide a copy of this Policy to all new employees hires after its implementation within 30 calendar days of the employee commencing employment with the Municipality.

The Municipality shall retain a copy of this Policy for three (3) years after the policy ceases to be in effect.

## 2. PRIVACY AND CONFIDENTIALITY

The organization'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 Corporation of the Municipality of Red Lake's control, it is the responsibility of the organization 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 organization will adhere to all privacy and confidentiality legislation that applies to the collection, use, and disclosure of personal information obtained by electronic monitoring.



The Corporation of the Municipality of Red Lake

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### 3. ACKNOWLEDGEMENT AND AGREEMENT

I, \_\_\_\_\_, acknowledge that I have read and understand the Electronic Monitoring Policy of The Corporation of the Municipality of Red Lake. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_