



<b>Title:</b>	<b>Electronic Monitoring Policy</b>		
<b>Policy Group:</b> <b>Your Government and People</b>	<b>Policy Administrator:</b> <b>Corporate and Legislative Services</b>		
<b>Resolution No.</b> <b>2022-488</b>	<b>Policy Number:</b> <b>HR-11</b>		
<b>Approval Date:</b> <b>2022-12-14</b>	<b>Revision Date:</b> <b>2026-12-14</b>		

## 1. Policy Statement

- a) The Corporation of the County of Prince Edward ("The County") uses digital technologies and equipment to electronically monitor activities in the workplace and/or in conjunction with County equipment.

## 2. Purpose

- a) The purpose of this Policy is to make Employees fully aware of all aspects of The County's electronic monitoring activities, including:
  - i. how and in what circumstances The County electronically monitors employees, and,
  - ii. the purposes for which information obtained through electronic monitoring may be used by The County.

## 3. Scope

- a) "Employee" in this Policy means only those employees of The County who are considered employees as defined by the Ontario Employment Standards Act, 2000 ("ESA").
- b) This Policy must be read alongside relevant associated policies such as the Respectful Workplace Policy, Acceptable Use Policy, Onboarding Policy, applicable collective agreements, Non-Union Compensation By-Law No. 130-2021, as well as any other relevant and applicable legislation, and any other Policy that may become applicable and/or relevant from time to time.
- c) This Policy requirement does not establish a right for Employees not to be electronically monitored by The County and does not create any new privacy rights for Employees.

#### **4. Legislative Authority**

- a) This Policy is subject to:
  - i) *Bill 88 Ontario's Working for Workers Act, 2022*
  - ii) *Occupational Health and Safety Act*
  - iii) *Digital Platform Workers' Rights Act, 2022*
  - iv) *Ontario Employment Standards Act, 2000*
  - v) *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).*

#### **5. Definitions**

- a) Electronic Monitoring means using technological, electronic or digital means to gather, track, observe, or monitor employees, including volunteer firefighters.
- b) Employee(s) means all full-time, part-time and contract employees, as defined under the Ontario Employment Standards Act, 2000.

#### **6. General**

- a) The County uses the following electronic monitoring systems and Employees have no reasonable expectation of privacy in the information collected:
  - i. Key fobs or Access cards: County-assigned key fobs or access card swipe data are collected and monitored by The County whenever an employee uses these devices.
  - ii. GPS Technology: GPS technology is installed on all County vehicles. The GPS technology installed on County vehicles is engaged and tracking at all times.
  - iii. Video (and Audio) Recording: Surveillance cameras are installed inside and outside County-owned facilities. The County's surveillance cameras are always "on" and collecting video (and audio) recordings that are saved on County equipment.
  - iv. Computer and Network Tracking: No active monitoring solutions are in place for user behavior on end points. All corporate emails are accessible and are the property of The County. All internet traffic is monitored and firewall hardware used to enforce adherence to our Acceptable Use policy.

- b) The County does not actively engage in regular electronic monitoring unless specifically required due to security breach, unusual activity, incidents, complaints or related retrieval of information.

## **7. Responsibility and Implementation**

- a) Council is responsible for approving and making changes to the Policy.
- b) The Chief Administrative Officer (CAO) is responsible for:
  - i. directing compliance and resolving any conflicts with this Policy;
  - ii. assigning appropriate service departments for the application of this Policy; and
  - iii. establishing procedural guidelines;
- c) Employees are responsible for:
  - i. Reading and understanding the content of this Policy.
- d) Managers/Directors are responsible for:
  - i. Upholding transparency of electronic monitoring that occurs in the workplace.
  - ii. Ensuring the privacy of employees is respected while maintaining a standard of appropriate use of County issued devices, vehicles, and accesses.
- e) The Human Resources & Organizational Development Department is responsible for providing:
  - i. Notice of this Policy to employees within 30 calendar days of the day the County is approved.
  - ii. Notice to employees of revisions within 30 calendar days of the changes being implemented, should any changes be made to the Policy after its implementation.
  - iii. Notice of this Policy to new employees:
    - 1. within 30 calendar days of the later of the day this Policy is approved; or
    - 2. the day the individual becomes an employee of The County.
  - iv. Notice of this Policy to contract employees the later of:
    - 1. within 24 hours of the start of the contract, or
    - 2. within 30 days from the day this Policy is approved.

- f) The Information Technology Department is responsible for:
  - i. making any changes to new software and programs, work equipment, practices or protocols which may impact this Policy.
  - ii. informing HR if any new software is implemented which may impact this Policy.

## **8. Documentation and Forms**

- a) A copy of the Policy will be retained for a minimum period of 3 years from the date the Policy is no longer in effect.