TRACKING APP POLICY

This policy will outline the purpose and procedures regarding the (insert name of app) location tracking app that will be utilised by [Organization Name] on all company-provided staff cell phones in an effort to better support the organization’s mission, prevent emergency situations, and protect [Organization Name] from any health or safety concerns.

POLICY

This policy governs the installation of the (insert name) location tracking software on company provided cell-phones in situations and locations where the security and safety of property or people are at risk. This policy prohibits the placement or usage of monitoring equipment in places or in ways that breach the law's definition of a reasonable expectation of privacy.

[Organization Name] recognizes its obligation to protect the privacy and security of its employees. This tracking app will only monitor location activities during work hours and any information collected will be stored and destroyed at the discretion of [Insert Name/Title] and in accordance with all privacy laws.

Tracking Software in Place

[Organization Name] will be installing a/an (insert name) location tracking app/software on all company-provided cell-phones that are utilised by employees during work hours. [Enter Application/Software Details]. The app and its monitoring will be implemented on [insert Date Here].

The tracking software will be monitoring the following: [Select any that apply/add others]

* Video cameras and recording equipment for public areas.
	+ Video surveillance technology is used on company premises to deter theft, vandalism, and ensure employee safety. Should illegal conduct be uncovered, video surveillance footage may be disclosed to approved third parties. Bathrooms, changing spaces, and other private spaces do not have video surveillance. Video surveillance equipment will be clearly visible and marked with notices.
* Internet and app activity monitoring, including downloaded documents and accessed websites, etc.
	+ [Organization Name] monitors employee network and company-provided cell-phone activities to verify that company-owned IT resources are used only for work-related or professional activities. Cell-phone activity data can evaluate employee performance, detect malicious or high-risk behaviours, monitor network performance, and avoid security incidents.
* GPS monitoring is in place in company -provided cell-phones which tracks location and time.
	+ [Organization Name] has GPS monitors in place in company-provided cell-phones to ensure employee safety and security and to send help if there is danger or an emergency situation. These records may also be accessed in the event of an accident.

Data Retention

All data obtained by workplace monitoring will be retained digitally on [Insert data storage locations] with the following safeguards [Insert Safeguards, e.g., minimal access, password-protected, etc.] and will be retained for no longer than [Insert retention period], as per privacy law. Personal information will only be held longer in extraordinary circumstances or by law.

Information gathered by the tracking app or video surveillance, or will be utilized for security and law enforcement objectives, which must be related to the protection of the employer, workers, visitors, and the general public, or the prevention of suspicious activity or property damage.

[Organization Name] will access the records for this software/equipment in the following circumstances:

* Insert when/under what circumstances the records for the software will be accessed

Assessing this Policy

[Organization Name] will regularly assess this monitoring policy, keeping in mind the following three questions:

1. Whether the surveillance/monitoring is effective in addressing the problem it was introduced to deal with;
2. Whether the surveillance/monitoring is minimally invasive or would a less privacy-intrusive way of addressing the problem be effective; and
3. Whether the problem still exists.

Questions or Complaints

Any questions or complaints regarding this policy should be directed to [Insert Person/Position].