ELECTRONIC AND VIDEO MONITORING POLICY

[Organization Name] is committed to abiding by all of its obligations under legislation to which it is subject, specifically any regulations which apply to electronic and video monitoring.  As such, [Organization Name] is committed to informing its employees about the presence (if any) of electronic or video monitoring software or equipment either in the workplace premises or contained on any of the organization’s servers or programs.

This policy is intended to specify:

* Employer responsibilities regarding the process and practice of electronic or video monitoring in the workplace.
* The purposes for which [Organization Name] may use the information obtained through electronic or video monitoring, and
* The date the policy was prepared and the date any changes were made to the policy.

This policy offers standards to ensure the following:

* Employee safety and security;
* Safety and security of company property and premises; and
* That appropriate data is collected to make informed business or safety decisions, as needed.

SCOPE

This policy applies to all employees of [Organization Name].

EFFECTIVE DATE

This policy is effective as of [Insert Date;]  
  
CHANGES TO THIS POLICY

Any changes to this policy will be noted in this section, along with the date(s) that changes were made.

POLICY  
  
Employer Responsibilities

* [Organization Name] will inform all employees about the presence of any electronic monitoring programs, software, or equipment, that is contained on the organization’s servers/programs.
* [Organization Name] will provide employees with a description of how, why, and in what circumstances [Organization Name] is electronically monitoring employees.
* [Organization Name] will not electronically monitor employees during non-work hours.
* All footage, information, and records derived from the electronic monitoring of employees will be gathered, stored, and utilised ethically, with consideration of employee privacy, and only for business and safety purposes.
* [Organization Name] will inform all employees about the presence of any video monitoring programs, software, or equipment, that is present in the workplace, on the premises, or outside of the workplace.
* [Organization Name] will provide employees with a description of how, why, and in what circumstances [Organization Name] monitors camera/video footage.
* In places where security cameras have been installed or are in use, [Organization Name] will post signs or provide other clear, comprehensible, and reasonable notice to ensure that people are aware of video monitoring.
* Individuals shall not be monitored or recorded based on their age, colour, disability, gender, gender identity or presentation, national origin, language, race, religion, sexual orientation, or any other protected characteristics under the human rights legislation of their province of employment.
* The placement of cameras with views of the restrooms or other places with an expectation of privacy (e.g., private offices] will be limited. The view must not infringe on any reasonable expectation of privacy or decency.
* Sound **will not** be recorded or monitored as part of video monitoring practices, as per the Criminal Code of Canada.
* [Organization Name] retains ownership of all captured video footage by monitoring equipment in the workplace.
* Video recordings should only be stored for as long as is necessary to achieve the goal of the video monitoring. Recordings that are no longer needed will be destroyed. It is the responsibility of [Organization Name] to ensure that the destruction is secure.
* All video camera installations should be visible to the general public. When a major policy or legal infraction is under investigation and has been approved as needed above, exceptions to notice and visibility may apply.
* If a recording was used to make a decision about an individual, the recording must be securely retained for a minimum of 1-year to enable the individual to request access/appeal.
* Storage of video monitoring recordings/information will be retained in accordance with provincial and federal legislation.

Providing Copies of this Policy to Employees

* [Organization Name] will provide this written policy to all employees.
* If any changes are made to this policy, employees will be provided with the updated policy.
* In the case of newly hired employees, [Organization Name] will provide a copy of this policy upon hire.

The policy may be provided either:

* As a printed copy, or
* An attachment to an email, or
* A link to a document online

If an employee is not able to access the document online or cannot print the document, they may request a printed copy from their supervisor/manager.

Electronic Monitoring Equipment in Place

[Organization Name] has the following electronic monitoring software, program and/or equipment in place in the workplace:

* [Insert ALL types of electronic monitoring that is performed, programs, software or equipment that's used]

Purpose of Equipment/Program

[Insert purpose of the electronic monitoring software/program. E.g., [Organization Name] uses electronic monitoring to ensure appropriate communications are being sent through email]  
  
Video Monitoring Equipment in Place

[Organization Name] has the following video monitoring equipment installed in the workplace:

* [Insert security cameras/equipment, video monitoring devices and their general location, e.gThere are XX security cameras located outside the doors of workplace premises etc.]

Purpose of Equipment

[Organization Name] uses cameras to ensure the safety and security of employees, visitors, and company property in the workplace. [Insert additional goals/purposes of video monitoring]  
  
Reasons for Accessing the Electronic Records for Monitoring Equipment

Records collected from electronic monitoring devices may accessed for the following events or investigations of incidents including but not limited to the following:

* safety or harassment complaints
* security breaches
* break-ins
* health or safety concerns

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.

Questions or Concerns

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