Electronic Monitoring of Employees Policy

Created: October 11, 2022
Reference: Ontario Ministry of Labour
Reviewed: November 26, 2026
Approved by Board of Directors: September 21, 2023

Policy:

Orde Day Care believes in maintaining a transparent and fair workplace and is committed to providing employees with information related to electronic monitoring in the workplace. This policy applies to all employees including part time, full time, casual and management positions, if they are employees under the ESA. A copy of this policy will be made available to all employees by November 10, 2022.

Surfing internet websites represent the greatest source of malware infection, even from legitimate web sites have been compromised. Malware infections from emails are another risk, from opening attachments that are not what they appear to be, or clicking on links embedded in the text of the message.

Orde Day Care does not routinely electronically monitor employees, however we may from time to time periodically review

- the internet use,
- web browser history,
- downloaded documents,
- information technology systems,
- any Orde Daycare networked saved files,
- and email used for security and audit purposes.

Such monitoring will generally occur periodically and with the knowledge of the staff member. Users should exercise caution when using Orde Day Care technology devices as any materials may be required to be disclosed to government bodies or authorities.

Any staff member utilizing any electronic device provided by Orde Day Care should be aware that they are being monitored and they have no reasonable expectation of privacy.

Any staff member working on Orde Day Care or TDSB property should be aware that surveillance cameras exist on these properties. The purpose of these cameras includes staff, children and premise safety, security of property, as a deterrent for illegal activity, government or authority inquires, police or legal investigations etc. While on these premises all staff have no reasonable expectation of privacy.

Security/Confidentiality of Information Obtained by Electronic Monitoring

Any records made as a result of electronic monitoring for security reasons will not be used or disclosed unless

- They are for a legitimate purpose related to employment or business activities or functions
- They are required to be presented to law enforcement agencies
- They relate to civil or criminal proceedings
- It is necessary in order to avert an imminent threat, serious violence to persons or substantial damage to property

Policy and Procedure Review:

This policy will be reviewed and modified (if required) annually. Any revisions to this policy must be implemented and provided to employees by March 1st of each year.

The organization reserves the right to review and modify the policy at any time based on the operational needs of the centre.

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

This policy and procedure will be reviewed and signed off by all employees before commencing employment, annually, and at any time changes are made.

I acknowledge receipt of Orde Day Care Centre **Electronic Monitoring of Employees Policy.**

I understand it is my responsibility to read, understand, and comply with the **Electronic Monitoring of Employees Policy.**

I understand that if I have questions, at any time, regarding the **Electronic Monitoring of Employees Policy** I will consult with my immediate supervisor.

Please read the **Electronic Monitoring of Employees Policy** carefully to ensure that you understand the policy and procedures before signing.

Date:	Staff Signature:
Date:	Supervisor Signature:
Comments:	