



Policy: Electronic Monitoring

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1.0 Introduction

- 1.1 In 2022 amendments to the *Employment Standards Act, 2000*, required all employers that employ over 25 employees directly or indirectly, including Superior North Catholic District School Board, to prepare a written policy that outlines the purpose for which the information obtained through the electronic monitoring may be used.

2.0 Policy Statement

- 2.1 This Policy outlines and identifies the circumstances in which Superior North Catholic District School Board has in place that allows us to engage in electronic monitoring of employees directly or indirectly and the purpose for which the information obtained may be used. The board shall provide a copy of the policy by email to each employee within 30 days from the day the policy is in place or a hard copy will be provided upon request. The SNCD SB shall provide a copy of the policy to new employees within 30 days of being hired.

3.0 How And When Electronic Monitoring May Be Conducted

- 3.1 Superior North Catholic District School Board provides resources to employees to deliver services to the students and Board that help improve productivity of business operations, reduce work related risk and enhance the overall effectiveness of communications. The Board (SNCD SB) reserves the right to electronically monitor employees, directly or indirectly, using Board Firewall and the IT Department, at its discretion. Employees shouldn't expect absolute privacy in relation to their use of Board provided resources, and should not assume that any use of Board provided resources are exempt from electronic monitoring in accordance with this Policy.
- 3.2 At the date of this Policy, electronic monitoring may be performed directly or indirectly, whether continuously, episodically, or on an as needed basis, through the following systems and devices at Superior North Catholic District School Board:
 - 3.2.1 Laptops, Tablets, and Desktop Workstations
 - 3.2.2 Hardware and software
 - 3.2.3 Board owned cell phones and personal cell phones with board allowance
 - 3.2.4 Closed Circuit Televisions (CCTV) located at the schools.

4.0 How Information Obtained Through Electronic Monitoring May Be Used

- 4.1 Information obtained through electronic monitoring may be used for all purposes consistent with SNCD SB's responsibilities as a school board and any policy, practice or procedure, and the Board's obligations pursuant to the various Collective Agreements with the Board's bargaining units.
- 4.2 Such purposes include but are not limited to the employee and student safety, the protection and security of the Board's resources, monitoring employee and device compliance with applicable policies and procedures, and compliant response.

4.3 Some of these purposes are as follows:

4.3.1 Operational auditing, monitoring and reporting

4.3.2 Health and Safety monitoring

4.3.3 Security incidents including workplace violence, threats, vandalism and harassment.

4.3.4 Resolving technical issues

4.3.5 As evidence for forensic investigations on behalf of an authorized third party such as law enforcement agencies or other government bodies

4.3.6 Data review and pattern monitoring

4.3.7 IT related investigations

4.3.8 Responding to litigation-related requests, or otherwise required by the law.

References

- [P-T702 Acceptable Use of Technology - Users](#)
- [AP-T702 Acceptable Use of Technology - Users](#)

Approval and Review Dates

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