

Employment Committee Report
Report of Managing Director (Head of Paid Service)
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Monitoring (use of electronic systems) Policy and Procedure

Recommendation to Employment Committee

That the Monitoring (use of electronic systems) Policy and Procedure be approved.

Reason for Recommendation:

To ensure that the Council is regulating its activity in this area and is compliant with the Data Protection Act 2018.

1. Purpose of Report

- 1.1 The Employment Committee is responsible for approving the Council's Human Resources Policies.
- 1.2 The Council uses electronic monitoring/tracking devices to help protect the health and safety of our staff and for the prevention or detection of crime or misconduct. The Policy and Procedure set out what data is recorded and the purpose for which this data is used.

2. Strategic Priorities

- 2.1 The Council needs to demonstrate that we have effective governance in place to regulate the use of electronic monitoring and tracking devices.

3. Background

- 3.1 The Council uses electronic communications systems and equipment to promote effective communication and working practices. This policy outlines the circumstances in which we will monitor use of these systems and the action we will take in respect of breaches of these standards. Managers and staff must be made aware of what data is recorded and for what purposes we may use this data.

- 3.2 This Policy provides an overarching approach to monitoring the use of electronic communication systems and equipment and includes signposts towards the Covert Surveillance Policy and ICT Security Policy which provide further information on the Council's approach to these specific issues.

4. Equality and Diversity Implications

- 4.1 The Council's duty under section 149 of the Equality Act 2010 is to have due regard to the matters set out in relation to equalities when considering and making decisions. An equalities impact assessment has been conducted on this Policy and has not identified any direct equality impacts associated with it. The Policy and its equality impact will be kept under review.

5. Financial Implications

- 5.1 There are no financial implications.

6. Legal Implications

- 6.1 The Policy ensures that the Council is regulating its activity in relation to the use and monitoring of electronic communications systems and equipment in compliance with the Data Protection Act 2018.

7. Human Resource Implications

- 7.1 There are no additional human resource implications.

8. Conclusion

- 8.1 The Council is fulfilling its obligation to regulate its activity in relation to this area.

9. Background Papers

None

10. Appendices

Appendix 1: Monitoring (Use of electronic systems) Policy and Procedure