



POLICY

SECTION: MUNICIPAL GOVERNMENT

NO: MU-IN-12

REFERENCE: ELECTRONIC MONITORING

**Date: October 11,
2022**

**Next Review Date:
October 2024**

TITLE: Electronic Monitoring Policy

1.0 POLICY STATEMENT

- 1.1 The Corporation of the City of Dryden (the "City") is committed to transparency with regard to electronic monitoring. "Electronic Monitoring" refers to employee monitoring that is done electronically. This Electronic Monitoring Policy (the "Policy") governs the City's use of electronic monitoring.

This Policy is intended to outline the City's electronic monitoring practices and should be read in conjunction with other City policies, guidelines or standards, including but not limited to:

- HR-CO-01 – Code of Conduct
- MU-CO-13 - Communication Policy
- MU-IN-01 – Acceptable Use of Electronic Communications
- MU-IN-02 – Email Policy
- MU-IN-03 – Council Use of Electronic Communications
- MU-IN-04 – Corporate Records and Information Management
- MU-IN-05 – Freedom of Information & Protection Privacy Policy
- MU-IN-06 – Vital Records
- MU-IN-07 – Social Media Policy

2.0 Application

- 2.1 This policy applies to all employees, as defined by the *Ontario Employment Standards Act, 2000* ("ESA"), whether they are working remotely, in the workplace, flexibly or are mobile. For clarity "Employee" under this Policy means

only those employees of the City which are considered employees under the ESA.

3.0 Electronic Monitoring Practices

3.1 The following table outlines the electronic monitoring technologies utilized by the City:

Tool	Circumstances	How	Purpose
Cyber AI	Continuous	24/7 monitoring and learning the network, endpoints and SaaS activity.	Network/SaaS Security
Email Tracking	Continuous	Software records copies of all messages sent or received by addresses within the company's domain.	Network security
Electronic Key Fob System	Each Scan	An electronic sensor creates a record each time an authorized user scans their key fob and enters the employer's premises.	Facility security
Endpoint Threat Detection and Response	Continuous	"ETDR" monitors the use of workstations (programs run, files read and written, etc.) and compares it against a baseline to detect abnormalities and potential unauthorized use.	Network security
Firewall Security Filtering	Continuous	Webcontent, Intrusion Prevention, Application Control filtering to prevent access to questionable and malicious material.	Network Security
IT Asset Management	Continuous	Software gathers hardware and software information of	Asset Management

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

		computers and other devices on a computer network for management, compliance and audit purposes.	
Security Event Monitoring	Continuous	Software centrally records all traffic for security event analysis and traffic reporting.	Network Security
Vehicle Telematics/GPS	All fleet vehicles during on shift use	On board sensors detect and report on vehicle location, driver behaviour (hard braking, rapid acceleration, etc.) and engine diagnostics.	Fleet management and driver safety and security
Video Surveillance (Facility)	Continuous	Cameras record video footage of specific areas within the City's facilities.	Facility security
Video Surveillance (Investigation)	With reasonable grounds to suspect unlawful activity or breach of contract/policy.	Video footage may be reviewed to determine the facts of an incident and/or employee activity. Footage may be provided to the police in aid of an investigation.	To detect unlawful activity or breach of contract.

3.2 Nothing in this policy affects or limits the City's ability to use information obtained through electronic monitoring.

4.0 Posting, Notice and Retention

- 4.1 The City shall provide a copy of this Policy to each employee of the City, and any new employee hired prior to the Policy's implementation, within 30 calendar days of implementation.
- 4.2 Should any amendment(s) be made to the Policy after its implementation, the City shall provide each employee of the City a copy of the amended Policy within 30 calendar days of the amendment(s) being made.
- 4.3 The City shall provide a copy of this Policy to all new employees hired after its implementation within 30 calendar days of the employee commencing employment with the City.
- 4.4 The City shall retain a copy of this policy for three (3) years after the policy ceases to be in effect.

History			
Approval Date:	October 11, 2022	Approved by:	By-law 2022-56
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	