



Hythe Town Council
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MONITORING POLICY

WWW.HYTHERTC.GOV.UK/POLICIES/HR

This Policy was adopted by the Council at its meeting held on 26 April 2021

Minute 318/20

GOVERNING BODY: HYTHE TOWN COUNCIL, TOWN COUNCIL OFFICES, OAKLANDS, 1 STADE STREET,
HYTHE, KENT. CT21 6BG



Monitoring Policy

What this policy covers

This policy sets out the Council's approach to employee monitoring, provides information relating to the types used and the Council's obligations in relation to such monitoring.

The Council's responsibilities

You should be aware that the Council may carry out monitoring of employees, workers, and contractors.

Monitoring may be necessary either to allow the Council to perform its contract with you or for legitimate interests.

The Council's reasons for monitoring include:

- Security and the prevention and detection of crime.
- Ensuring appropriate use of the Council's telecommunications and computer systems.
- Ensuring compliance with regulatory requirements.
- Monitoring attendance, work, and behaviour.

Types of Monitoring

This may include:

- Monitoring of premises using video cameras
- Monitoring e-mails and analysing e-mail traffic
- Monitoring websites visited by employees using Council systems
- Recording telephone calls and checking call logs
- Monitoring the use of Council vehicles via vehicle-tracking systems
- Entry and exit systems, including the use of biometric data such as fingerprints
- Tracking via mobile devices

The Council may use information gathered through employee monitoring as the basis for disciplinary action against employees.

If disciplinary action results from information gathered through monitoring, you will be given the opportunity to see or hear the relevant information in advance of the disciplinary meeting.

The Council will ensure data collected through monitoring is processed in accordance with the Council's Data Protection Policy / Data Protection legislation and information will be kept secure- access will be limited to authorised individuals.



Additional monitoring

The Council reserves the right to introduce additional monitoring.

Before doing so, the Council will:

- Identify the purpose for which the monitoring is to be introduced.
- Ensure that the type and extent of monitoring are limited to what is necessary to achieve that purpose.
- Where appropriate, consult with affected employees in advance of introducing the monitoring.
- Weigh up the benefits that the monitoring is expected to achieve against the impact it may have on employees.

The Council will ensure employees are aware of when, why, and how monitoring is to take place and the standards they are expected to achieve.

Covert monitoring

If the Council has reason to believe that certain employees are engaged in criminal activity they may use covert monitoring to investigate that suspicion.

In such instances, any monitoring will take place under the guidance of the Police and will be carried out in accordance with Data Protection legislation.



