

Employee Monitoring Acknowledgment Form

1. Full notice and acknowledgment

[Company] - Notice of Electronic Monitoring

This notice is given before monitoring begins. It describes what is recorded on company owned devices and company accounts. The full Employee Monitoring Policy, dated [date], is attached and forms part of this notice.

What is recorded. [list each category, for example: applications and websites used, active and idle time, periodic screenshots]

What is not recorded. The content of personal email or personal messaging accounts, camera and microphone, personal devices, and activity outside your working hours.

Who can see it. [named roles, not "management"]. You may request your own record at any time by contacting [email address].

How long it is kept. [number of days], after which it is deleted.

Questions. Contact [email address]. Raising a question or a concern about this notice has no effect on your employment.

I acknowledge that I have received and read this notice and the attached Employee Monitoring Policy dated [date].

Employee name: _____

Signature: _____ Date: _____

2. Short form for offer letters

I have received the [Company] Employee Monitoring Policy dated [date]. I understand that activity on company owned devices and company accounts is recorded as described in that policy, that the content of my personal accounts and my personal devices is not, and that I can request my own record or ask questions at [email address] at any time.

Name: _____ Signature: _____ Date: _____

3. Delaware daily electronic notice

Notice: use of [Company] email and internet services may be monitored or intercepted. By continuing, you acknowledge this notice.